



Graduate Students' Association

University of Alberta

Actual Expenses for Attendance at the Canadian Mental Health Association (CMHA) Conference, 21-24 October 2018, in Montreal, QC

The following are the expenses incurred by the attendance of Fahed Elian, GSA Vice-President Student Services, at the Canadian Mental Health Association (CMHA) conference from 21-24 October 2018 in Montreal, QC. Actual receipts are on file with the Financial Manager and will be retained for seven years for audit purposes.

The GSA uses the U of A Policies and Procedures On-Line (UAPPOL) Travel Expense Procedure, Appendix A: Schedule of Allowable Travel Expenses as the basis for its travel expenses.

The purpose of this travel is to attend the Canadian Mental Health Association (CMHA) conference in Montreal, QC.

A report on this meeting was previously provided and it is held at the GSA office.

Expense Category	Detail	Expense Estimate Approved by GSAB 12 September 2018	Expense Actual
Transportation	Flights, Edmonton to Montreal (including baggage fees)	\$537.00	\$584.70
	Taxi to/from hotel (\$50 each way)	\$100.00	\$00.00
Accommodation	Hotel (\$259 per night x 3 nights+18.475% tax) = 924.63/2 (sharing room with the Students' Union Vice-President Student Life)	\$462.32	\$462.32
Meals	Estimate based on standard \$60/day per diem (\$60/day for 2 days x 1 person)	\$120.00	\$90.00
Conference Registration	\$350 per person + \$52.41 (5% GST and 9.975% QST)	\$402.41	\$402.43
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$243.26	\$0.00
Total		\$1,864.99	\$1,539.45