



Graduate Students' Association

University of Alberta

Actual Expenses for Attendance at the Canadian Association for Graduate Studies (CAGS) Conference, 6-9 November 2018, in Winnipeg, MB

The following are the expenses incurred by the attendance of Sasha van der Klein, GSA President, and Masoud Aliramezani, GSA Vice-President Academic, at the Canadian Association for Graduate Studies (CAGS) Conference held from 6-9 November 2018 in Winnipeg, MB. 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 Association for Graduate Studies (CAGS) Conference in Winnipeg, MB.

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

Expense Category	Detail	Expense Estimate Approved by GSAB 19 September 2018	Expense Actual
Transportation	Flights, Edmonton to Winnipeg (\$325 x 2) = \$750.00, paid for by FGSR	\$537.00	\$0.00
	Taxi to/from hotel (\$50 each way)	\$100.00	\$72.39
Accommodation	Hotel (\$154 per night x 3 nights + tax) = \$547.47 (GSA President made other arrangements so this applies to the GSA Vice-President Academic only)	\$547.47	\$546.33
Meals	Estimate based on standard \$60/day per diem (\$60/day for 3 days x 2 people) 1 dinner, 2 breakfasts, and 2 lunches are provided as part of the conference cost	\$360.00	\$155.81
Conference Registration	\$315 per person	\$630.00	\$630.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$245.62	\$0.00
Total		\$1,883.09	\$1,404.53