



Graduate Students' Association

University of Alberta

Actual Expenses for Attendance at the Coalition of Graduate Employee Unions, 15-18 August 2019 in Toronto, ON

The following are the expenses incurred by the attendance of Shanawaz Mohammad, Vice-President Labour, at the Coalition of Graduate Employee Unions meeting from 15-18 August 2019 in Toronto, ON. Actual receipts are on file with the Financial Manager and will be retained for seven (7) 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 was to attend the Coalition of Graduate Employee Unions meeting, 15-18 August 2019 in Toronto, ON.

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

Expense Category	Detail	Expense Estimate Approved by the GSA Board July 10, 2019	Expense Actual
Transportation	Flights, Edmonton to Toronto (\$650 x 1 person)	\$650.00	\$654.31
	Taxi to/from hotel (\$50 each way)	\$100.00	\$88.49
Accommodation	Hotel (5 nights x 1 person + 17% tax)	\$1,065.00	\$983.51
Meals	Based on standard \$60/day per diem (\$60/day for 4 days x 1 person). Conference includes some meals.	\$240.00	\$101.53
Conference Registration		\$0.00	\$0.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure.	\$308.25	\$0.00
Total		\$2,363.25	\$1,827.84