



Actual Expenses for Attendance at the Canadian Association for Graduate Studies (CAGS) Conference, 6-9 November 2019 in Halifax, NS

The following are the expenses incurred by the attendance of Fahed Elain, GSA President, and Dylan Ashley, GSA Vice-President Academic, at the Canadian Association for Graduate Studies (CAGS) conference from 6-9 November 2019 in Halifax, NS. 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 CAGS conference in Halifax, NS.

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 on 28 August 2019	Expense Actual
Transportation	Flights, Edmonton to Halifax (\$750.00 x 2) = \$1500.00, paid for by the Faculty of Graduate Studies and Research	\$0.00	\$0.00
	Taxi to/from hotel (\$100 each way)	\$200.00	\$252.58
Accommodation	Hotel (\$149.00 per night x 3 nights = \$596.00 + \$103.12 in taxes) x 2	\$1,398.24	\$1,398.24
Meals	Based on standard \$60.00/day per diem (\$60.00/day for 3 days x 2 people); 1 dinner, 2 breakfasts and 2 lunches were provided as part of the conference cost	\$360.00	\$206.48
Conference Registration	\$315.00 per person	\$630.00	\$630.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$388.24	\$0.00
Total		\$2,976.48	\$2,487.30