



**Actual Expenses for Attendance at the Studentcare Stakeholders Meeting, 28-30 November 2018, in Montreal, QC**

The following are the expenses incurred by the attendance of Fahed Elian, GSA Vice-President Student Services, at the Studentcare Stakeholders Meeting held from 28-20 November 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 Studentcare Stakeholders Meeting in Quebec, QC.

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

<b>Expense Category</b>	<b>Detail</b>	<b>Expense Estimate Approved by GSAB 24 October 2018</b>	<b>Expense Actual</b>
Transportation	Airfare return trip, Edmonton to Montreal (paid by Studentcare)	\$0.00	
	Taxi to/from Edmonton airport and to/from hotel in Montreal	\$100.00	\$188.50
Accommodation	Two nights at hotel in Montreal, QC (paid for by Studentcare)	\$0.00	\$0,00
Meals	Based on UAPPOL standard \$60/day per diem (Studentcare pays for one meal on 28 November and meals on 29 November, the GSA will pay for any additional meals on 28 November and meals on 30 November).	\$90.00	\$8.35
Conference Registration	Not applicable	Not applicable	Not applicable
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$28.50	\$0.00
<b>Total</b>		<b>\$218.50</b>	<b>\$196.85</b>