

## 2.1

### Actual Expenses Associated with Attendance at the Canadian Alliance of Student Associations (CASA) Foundations Conference from May 12 - 16, 2025 in Ottawa, Ontario

The following is the **actual** travel expenses that two (2) GSA representatives incurred to attend the above noted meeting on **May 12 - 16, 2025**, in Ottawa, Ontario. The actual expenses below are based on the date range **May 11 - 17, 2025 (travel dates included)**.

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 trip is to attend the CASA Foundations Conference in Ottawa, Ontario.

<b>Expense Category</b>	<b>Detail</b>	<b>Estimated Expense</b>	<b>Actual Expense</b>
Transportation	Flights, Edmonton to Ottawa (x 2)	\$1,350.00	\$2,065.52
	Taxi to/from hotel (\$50 each way)	\$100.00	\$111.54
Accommodation	Hotel (2 rooms for 7 nights) = \$5,100.00	\$5,100.00	\$3,009.52
Meals	*Based on standard \$70.00/day per diem (\$70.00/day x 2 for seven days = \$980) minus any meals included in conference	\$980.00	\$498.25
Conference Registration	NIL	NIL	NIL
Total		\$7,530.00	\$5,684.83
15% Contingency of Total		\$1,129.50	NIL
<b>Estimated Total</b>		<b>\$8,659.50</b>	<b>\$5,684.83</b>