

Actual Expenses for Attendance at the Advanced Education Student Leaders' Orientation in Calgary, AB on 30 August 2023

The following are the expenses incurred by the attendance of Bishoi Aziz, GSA President and Hamid Hassani, VP External at the Advanced Education Student Leaders' Orientation in Calgary, AB on 30 August, 2023. One person is traveling by bus and one day of travel has been added for this person. One person is traveling the same day by plane. 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 Advanced Education Student Leaders' Orientation in Calgary, AB

A report on this meeting 6 September 2023 and is held at the GSA Board.

Expense Category	Detail	Expense Estimate Approved by GSAB Aug 23, 2023	Expense Actual
Transportation	Return bus ticket from Edmonton to Calgary \$169.62 (\$84.82 each way) on the Red Arrow Bus service.	\$169.64	\$185.86
	Return airline ticket from Edmonton to Calgary (\$340.69)	\$340.69	\$361.81
	Uber from airport/ bus depot to venue \$30 each way approximately.	\$120.00	\$116.54
Accommodation	1 night of accommodation in Calgary, Alberta	\$180.75	\$189.74
Meals	*Based on standard \$70.00/day per diem (\$70.00/day for two days)	\$210.00	\$138.59
Conference Registration	\$0.00 (observer rate)	\$0.00	\$0.00
Total		\$1020.33	\$992.54
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$153.15	\$0.00
Total		\$1173.48	\$992.54

File Path:

Prepared by L Moodley for GSAB 27 Sept 2023

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