

Actual Expenses for Attendance at the Canadian Association for Graduate Studies (CAGS) Conference, Nov 7-10,2023, Victoria, BC

The following are the expenses incurred by the attendance Bishoi Aziz, GSA President and Rija Kamran, GSA VP Academic at the Canadian Association for Graduate Studies (CAGS) Conference from Nov 7 to 10, 2023 in Victoria, BC. 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.

A report on this meeting was submitted on ???? and is held at the GSA office.

Expense Category	Detail	Expense Estimate Approved by GSAB Aug 9, 2023	Expense Actual
Transportation	Flights, Edmonton to Victoria (300.00 X 2) = \$600.00 (FGSR provided \$2,500 in CAGS travel funding)	\$600.00	\$936.27
	Uber to/from airport	\$100.00	\$86.73
Accommodation	Hotel (\$199.0 per night x 5 nights) = \$995 (plus taxes and fees of \$172.35)= \$1,167.35 x 2	\$2,334.70	\$2,331.50
Meals	*Based on standard \$70.00/day per diem (\$70.00/day for five days) = \$350.00 x 2 – conference fees may include some meals	\$700.00	\$570.87
Conference Registration	\$499 per person x 2	\$998.00	\$998.00
Total		\$4,732.70	\$4,923.37
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	709.90	\$0.00
Total		\$5,442.60	\$4,923.37