

**Actual Expenses for Attendance at the Canadian Alliance of Student Associations (CASA) Conference, 13-17 May 2024 in Ottawa, Ontario**

The following are the expenses incurred by the attendance of Haseeb Arshad, GSA President and Rija Kamran, GSA VP Academic at the Canadian Alliance of Student Associations (CASA) Conference from May 13 to 17, 2024 in Ottawa, ON. 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 CASA conference.

A report on this meeting was submitted on May 22 2024 and is held at the GSA office.

<b>Expense Category</b>	<b>Detail</b>	<b>Expense Estimate Approved by GSAB April 24, 2024</b>	<b>Expense Actual</b>
Transportation	Flights, Edmonton to Ottawa (500.00 X 2) + (FGSR provided \$2,500 in CAGS travel funding)	\$1000.00	\$853.22
	Uber to/from airport/hotel	\$100.00	\$169.92
Accommodation	Hotel (\$264.00 per night x 6 nights) = \$1879.42 (plus taxes and fees of \$295.42) = \$1,879.42 x 2	\$3758.84	\$3342.35
Meals	*Based on standard \$70.00/day per diem (\$70.00/day for six days) = \$420.00 x 2 – conference fees may include some meals	\$840.00	\$717.23
Conference Registration	Nil	Nil	Nil
<b>Total</b>		<b>\$5598.84</b>	<b>\$5082.72</b>
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	839.82	\$0.00
<b>Total</b>		<b>\$6438.66</b>	<b>\$5082.72</b>