

Actual Expenses for Attendance at the Canadian Alliance of Student Associations (CASA) Conference, 24 – 29 November in Ottawa Ontario

The following are the expenses incurred by the attendance of Haseeb Arshad, GSA President and Parman Mojir Shaibani , GSA VP External at the Canadian Alliance of Student Associations (CASA) Policy and Strategy Conference from November 24 to 29, 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.

Expense Category	Detail	Expense Estimate Approved by GSAB	Expense Actual
Transportation	Flights, Edmonton to Ottawa (1263.28 X 2)	\$2526.56	\$2526.56
	Uber to/from airport/hotel (\$50.00 each way)	\$100.00	\$575.95
Accommodation	\$875.55 (tax included) for 2 for 6 nights	\$1743.39	\$1743.39
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	\$668.25
Conference Registration	Nil	Nil	Nil
Total		\$5209.95	\$5514.15
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	347.33	\$347.33
Total		\$5,557.28	\$5514.15