

**Actual Expenses for Attendance at the Canadian Association for Graduate Studies (CAGS) Conference, October 29 to November 01, 2024 in Toronto, Ontario**

The following are the expenses incurred by the attendance of Haseeb Arshad, GSA President at the Canadian Association for Graduate Studies (CAGS) Conference from October 29 to November 01, 2024 in Toronto, 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.

<b>Expense Category</b>	<b>Detail</b>	<b>Expense Estimate Approved by GSAB</b>	<b>Expense Actual</b>
Transportation	Flights, Edmonton to Toronto (204.84 each X 2)	\$409.68	\$818.12
	Uber to/from airport/hotel (\$50.00 each way)	\$100.00	\$335.17
Accommodation	\$273.10/night/room/with taxes and fees = \$1,365.49 x 2	\$2730.98	\$2691.00
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	\$700.00	\$85.21
Conference Registration	\$599.00 per person (student fees) x 2	\$1198.00	\$1198.00
<b>Total</b>		<b>\$5138.66</b>	<b>\$5127.50</b>
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$770.80	\$0
<b>Total</b>		<b>\$5,909.46</b>	<b>\$5127.50</b>

File Path: