

Actual Expenses for Attendance at the Minister of Advanced Education Reception in Calgary, AB on 20 July 2023

The following are the expenses incurred by the attendance of Hamid Hassani, VP External at the Minister of Advanced Education Reception in Calgary, AB on 20 July 2023. 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 Minister of Advanced Education Reception as a guest of the Minister representing a student association.

A report on this meeting 26 July 2023 and is held at the GSA Board.

Expense Category	Detail	Expense Estimate Approved by GSAB July 19, 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	\$169.64
	Uber from Calgary bus depot to venue \$15 each way approximately.	\$30.00	\$27.76
Accommodation	1 night of accommodation in Calgary, Alberta	\$180.75	\$180.75
Meals	*Based on standard \$70.00/day per diem (\$70.00/day for two days)	\$140.00	\$42.41
Conference Registration	\$0.00 (observer rate)	\$0.00	\$0.00
Total		\$520.39	\$420.56
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$78.06	\$0.00
Total		\$598.45	\$420.56

File Path:

Prepared by L Moodley for GSAB 27 Sept 2023

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