

Actual Expenses for Attendance at the CASA AGM Conference, April 01 to April 05, 2025, in Winnipeg, Manitoba

The following are the expenses incurred by the attendance of the GSA President and GSA VP External at the Canadian Association for Graduate Studies (CASA) Conference from April 01, 2025 to April 05, 2025, in Winnipeg, Manitoba. 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 trip was to attend the CASA AGM conference.

A report on this meeting was submitted on April 30, 2025 and is held at the GSA office.

Expense Category	Detail	Expense Estimate Approved by GSAB	Expense Actual
Transportation	Flights, Edmonton to Winnipeg (762.58 x 2) + \$190 for flight change + \$160 for two checked bags Uber to/from airport/hotel (\$50.00 each way) *two separate travel dates	\$1875.16 \$100.00	\$1875.16 \$247.59
Accommodation	\$193.39/night/room/with taxes and fees =\$773.59	\$767.58	\$773.59
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	\$353.17
Conference Registration		NIL	NIL
Total		\$3442.74	\$
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure (travel in Winnipeg)	\$492.00	\$30.08
Total		\$3934.74	\$3279.59