

Actual Expenses for Attendance at HESA AI-CADEMY Canada Summit for Post-Secondary Education in Calgary March 5-8 2025

The following are the expenses incurred by the attendance of Haseeb Arshad, GSA President at HESA AI-CADEMY Canada Summit for Post-Secondary Education in Calgary March 5-8 2025. 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 **HESA AI-CADEMY Canada Summit for Post-Secondary Education in Calgary March 5-8 2025**.

A report on this meeting was submitted on March 19 and is held at the GSA office.

Expense Category	Detail	Expense Estimate Approved by GSAB Feb. 26 2025	Expense Actual
Transportation	Pop a ride app	\$50 each way (100)	100.00
Accommodation	3 nights:CA\$255.67 avg./night 05/03/2025: CA \$269.00 06/03/2025: CA \$269.00 07/03/2025: CA \$229.00	\$861.11	Nil
Meals	Based on standard \$70.00/day per diem (\$70.00/day for 3 days = \$210.00- 1 person/s) – conference fees may include meals	\$210.00	210.00
Conference Registration	Nil	Nil	Nil
Total		\$1171.11	\$310.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$175.67	\$63.83
Total		\$1346.78	\$366.77