Outline of Issue

Estimated & Actual Expenses Associated with Attendance at the CASA Foundations Conference in May 11 to May 17 2025 in Ottawa, Ontario

Suggested Motion:

That the GSA Board to **APPROVE** the attached summary of estimated and actual expenses incurred through attendance at the CASA Foundations Conference in May 11 to May 17 2025 in Ottawa, Ontario

Background:

Reporting of travel expenses provides financial accountability back to the graduate student community in making business travel expenses for the purposes of external relations and advocacy.

Jurisdiction:

GSA Bylaw and Policy, Section K.POL.3.8.a:
"*The GSAB approves all estimated expenses related to business travel for external relations and advocacy purposes. Such travel will be reported to GSA Council.*"

GSA Bylaw and Policy, Section K.POL.3.8.b:
"*With respect to allowable business travel expenses, University regulations as specified in University of Alberta Policies and Procedures Online, will be observed. The purchase of alcohol is not an allowable business travel expense.*"

GSA Bylaw and Policy, Section K.POL.3.8.c:
"*All allowable estimated expenses associated with business travel must be preapproved by the President, in consultation with the ED (or delegate) and the Financial Manager, to ensure that they fit within the GSA Council approved budget and align with the GSA Board Strategic Work Plan before being considered for approval.*"

GSA Bylaw and Policy, Section K.POL.3.8.d:
"*Approved, allowable business travel expense claims must be submitted to the Financial Manager and include receipts and details about the expense incurred.*"

GSA Bylaw and Policy, Section K.POL.3.8.e:
"*Summaries of all actual business travel expenses will be received for information by the GSAB, reported to GSA Council, and posted on the GSA website.*"

<u>Actual Expenses Associated with Attendance at the Canadian Alliance of Student Associations (CASA) Foundations Conference from May 12 - 16, 2025 in Ottawa, Ontario</u>

The following is the **actual** travel expenses that two (2) GSA representatives incurred to attend the above noted meeting on **May 12 - 16, 2025**, in Ottawa, Ontario. The actual expenses below are based on the date range **May 11 - 17, 2025 (travel dates included).**

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 is to attend the CASA Foundations Conference in Ottawa, Ontario.

Expense Category	Detail	Estimated Expense	Actual Expense
Transportation	Flights, Edmonton to Ottawa (x 2) Taxi to/from hotel ($50 each way)	$1,350.00 $100.00	$2,065.52 $111.54
Accommodation	Hotel (2 rooms for 7 nights) = $5,100.00	$5,100.00	$3,009.52
Meals	*Based on standard $70.00/day per diem ($70.00/day x 2 for seven days = $980) minus any meals included in conference	$980.00	$498.25
Conference Registration	NIL	NIL	NIL
Total		$7,530.00	$5,684.83
15% Contingency of Total		$1.129.50	NIL
Estimated Total		**$8,659.50**	**$5,684.83**