

Outline of Issue

Estimated & Actual Expenses Associated with Attendance at the Healthy Campus Alberta (HCA) Summit from June 17 - 18, 2025 in Calgary, Alberta

Suggested Motion:

That the GSA Board to **APPROVE** the attached summary of actual expenses incurred through attendance at the Healthy Campus Alberta (HCA) Summit from June 17 - 18, 2025 in Calgary, Alberta

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."

Actual Expenses associated with attendance at the Healthy Campus Alberta (HCA) Summit from June 17 - 18, 2025 in Calgary, Alberta

The following **actuals are for** the travel expense that one (1) GSA representative incurred to attend the above noted summit on **June 17 - 18, 2025** in Calgary, Alberta. The actual cost below is based on the date range **June 16 - 19, 2025 (travel dates included)**. The estimates were contingent upon price shifts, particularly hotel or gas prices, and based upon one (1) person travelling.

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 HCA Summit in Calgary, Alberta.

Expense Category	Detail	Expense Estimate Approved by GSAB Feb./ 2025	Expense Actual
Transportation	Mileage (Edmonton to Calgary) 602km x .50/km =\$301.00 Parking	301.00	332.00 20.00
Accommodation			
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	26.75
Conference Registration	\$26.00	\$26.00	26.00
Total		537.00	404.75
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	80.55	NIL
Total		617.55	404.75