

Outline of Issue

Actual Expenses Associated with Attendance at the Student Leader Orientation Conference in Calgary, August 21 2025

Suggested Motion:

That the GSA Board to **APPROVE** the attached summary of actual travel expenses incurred through attendance at the Student Leader Orientation Conference in Calgary, August 21 2025

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 Expense associated with attendance at the Student Leader Orientation (SLO) on August 20, 2025 in Calgary, Alberta

The following are the **actual** travel expenses that two (2) GSA representatives incurred to attend the above noted orientation on **August 21, 2025** in Calgary, Alberta. The actuals below are based on the date range **August 20 - 21, 2025 (travel dates included)**. Any estimates are contingent upon price shifts, particularly hotel, airfare or gas prices, and based upon two (2) persons 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 **Student Leader Orientation in Calgary, Alberta**.

Expense Category	Detail	Approximate Expense	Actual Expense
Transportation	Return bus tickets for 2 - Edmonton to Calgary ($\$48.38 \times 2 = \96.76)	\$96.76	\$123.76
	Transportation to/from hotel (\$50 each way)	\$100.00	\$39.51
Accommodation	Hotel ($\$190.96 + 29.68 \text{ tax/room} \times 1 \text{ night} = \$220.64 \times 2 \text{ rooms} = \441.28)	\$441.28	\$441.28
Meals	*Based on standard \$70.00/day per diem ($\$70.00/\text{day} \times 2 \text{ days} = \$140.00 \times 2 = 280.00$) minus any conference included meals	\$280.00	\$130.21
Conference Registration	NIL	NIL	NIL
Total		\$918.04	\$734.76
15% Contingency of Total		\$137.71	NIL
Estimated Total		\$1055.75	\$734.76