

**Actual Travel Expenses for Attendance at the CAGS Conference in Montreal and the Conference Board of Canada Skills and Post-Secondary Education Summit in Toronto, 2013**

The following are the travel expenses incurred by the attendance of Brent Epperson, GSA President at the above-noted conferences from November 3-5 in Montreal and November 6-7 in Toronto. 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 was to find out about new initiatives in Canadian graduate education, participate in discussions related to graduate education in Canada, and make valuable contacts.

A report on this meeting/conference was previously provided and can be referenced at: Google Drive\500 - External Committees\570 - Advocacy\Other Advocacy Events Meeting Reports\CAGS 2013 (day 3) CONFIDENTIAL Meeting Report (days 1-3 found here) and Google Drive\500 - External Committees\570 - Advocacy\Other Advocacy Events Meeting Reports /CBoC 2013 CONFIDENTIAL Meeting Report (day 1-2)(6 November 2013).doc

<b>Expense Category</b>	<b>Detail</b>	<b>Approved Expense Estimate/GSAB Date</b>	<b>Expense Actual</b>
Transportation	Arrival in Montreal afternoon on November 2 and departure evening on Nov 5 from Montreal. Arrival late Nov 5 in Toronto and departure afternoon Nov 8 from Toronto.	\$850.00/Sept 18, 2013	\$789.10
	Flight (WestJet) Taxis	\$200.00/Sept 18, 2013	\$143.00
Accommodation	3 nights at conference hotel in Montreal (Fairmont The Queen Elizabeth) – estimate was based on 2 nights, plus 2 nights at conference hotel in Toronto (InterContinental Toronto Centre)	\$636.00/Sept 18, 2013	\$1031.44

Meals	Actual costs to be claimed to a maximum of \$45/day per diem in accordance with University Travel Expense Procedure and GSA PDA expense allowances (1 person for 5 days)	\$225.00/Sept 18, 2013	\$199.22
Conference Registration	Conference fee included all events at a reduced student registration rate for CAGS. No conference fee for Conference Board of Canada	\$250.00/Sept 18, 2013	\$290.00
<b>Total</b>		<b>\$2161.00/Sept 18, 2013</b>	<b>\$2452.76</b>