

Actual Travel Expenses for Attendance at CASA-Related Meeting in Lethbridge

The following are the travel expenses incurred by the attendance of Colin More, VP Academic, at the above-noted meeting from June 27-30 in Lethbridge, AB. 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 observe the CASA Policy and Strategy conference in an ongoing assessment of potential GSA membership in CASA.

Expense Category	Detail	Expense
Transportation	<p>Arrival late afternoon June 27 and departure late afternoon June 30</p> <p>Round trip mileage at 46 cents per kilometer to and from Lethbridge.</p> <p>Note: University travel policy states, "private automobiles used for University business within Alberta will be reimbursed at a rate of 46 cents per kilometer. This rate includes the cost of fuel and vehicle "wear and tear". You may choose to claim either the per kilometer rate for the actual number of kilometers driven or the actual cost of fuel if supported by original receipts" (UAPPOL, "Travel and Hosting Expense Reimbursement Procedure")</p>	\$476.10

Accommodation	Three nights in the University of Lethbridge's on-campus accommodations, group accommodation \$40/night	\$120.00
Meals	\$45/day per diem in accordance with University travel policy and GSA PDA expense allowances (1 person for four days)	\$150.00
Total		\$746.10

