

**Actual Travel Expenses Associated with Attendance at Canadian Alliance of Student Associations'  
(CASA) 2013 National Advocacy Conference in Ottawa, 2013**

The following are the travel expenses incurred by the attendance of Hasin Haroon, VP Student Life at the above-noted meeting from November 18-22 in Ottawa, ON. 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 is 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\CASA\Meeting Reports\CASA (Day 1) Meeting Report (18 November 2013).

Expense Category	Detail	Approved Expense Estimate/GSAB Date	Expense Actual
Transportation	Arrival in Ottawa on November 16 and return to Edmonton on November 24 Flight Taxis and transit [transit to and from offices]	\$600.00/Oct 16, 2013 \$200.00/Oct 16, 2013	\$572.01 \$466.19
Accommodation	No expense as representative was able to stay with relatives.	\$0.00/Oct 16, 2013	\$0.00
Meals	\$45/day per diem in accordance with University travel policy and GSA PDA expense allowances (1 person for five days, additional days at personal expense)	\$225.00/Oct 16, 2013	\$144.52
Conference	No conference registration fee for observers	\$0.00/Oct 16,	\$0.00

Registration		2013	
<b>Total</b>		<b>\$1025.00/Oct 16, 2013</b>	<b>\$1182.72</b>