



Actual Expenses for Attendance at a GU15 Conference, April 12-15, 2016 in Vancouver, BC

The following are the expenses incurred by the attendance of Colin More, President; Sarah Ficko, Vice-President Labour (and incoming President), and Masoud Khademi (incoming VP External) at the GU15 conference, Vancouver, B.C. 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 attend a GU15 conference Vancouver, BC where graduate student associations from the major Canadian research intensive institutions discussed their practices and common issues.

A report on this meeting was previously provided and can be referenced at: Google Drive\330 - Board\2015-2016\April 2012\20 April 2016\Minutes and a forthcoming summary of the meeting as prepared by representatives from UBC

Expense Category	Detail	Expense Estimate Approved by GSAB Feb 24, 2016	Expense Actual
	Estimates were based on four attendees but actuals are for three attendees, as one withdrew.		
Transportation	Flights – return trip Edmonton to Vancouver (\$390.00 X 4 people)	\$1560.00	\$1159.06
	Shared taxi to/from UBC	\$100.00	\$81.30
Accommodation	Hotel: (\$110+13% tax) x 3 nights x 4 people	\$1491.60	\$1118.70
Meals	\$240.00* x 4 people (*based on standard \$60/day per diem for four days. Some food is included in the conference registration fee.	\$960.00	\$10.06
Conference Registration	(\$250=\$15.60) x 4 people	\$1062.40	\$750.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$776.10	
Total		\$5950.10	\$3119.12