



Actual Expenses for Attendance at the ab-GPAC AGM, February 4-5, 2018, in Calgary, AB

The following are the expenses incurred by the attendance of Babak Soltannia, GSA President, and Masoud Khademi, GSA Vice-President External at the ab-GPAC AGM on February 4 and 5, 2018 in Calgary. 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 attend the ab-GPAC Annual General Meeting in Calgary, AB.

A report on this meeting was previously provided and it is held at the GSA office.

Expense Category	Detail	Expense Estimate Approved by GSAB Jan 24, 2018	Expense Actual
Transportation	Greyhound and Red Arrow bus travel to Calgary and return x 2 people	\$242.00	\$207.86
	Taxi to/from U of C campus	\$50.00	\$79.50
Accommodation	One night at the Hotel Alma (\$125 per night x 2 nights x 2 people + 12.27% tax)	\$280.68	\$280.68
Meals	Estimate based on standard \$60/day per diem for two attendees for one day. Dinner is supplied by ab-GPAC Sunday night. Breakfast is included in hotel cost.	\$120.00	\$39.84
Conference Registration	Not applicable	\$0.00	\$0.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$103.90	
Total		\$796.58	\$607.88