



**Actual Expenses for Attendance at the Studentcare Stakeholder Meeting, June 14-16, 2017**

The following are the expenses incurred by the attendance of Royle Feng, Vice-President Student Services at the Studentcare Stakeholder meeting held on June 14-16, 2017 in Montréal, QC. 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 the Studentcare Stakeholder meeting in Montréal, Québec.

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

| <b>Expense Category</b>  | <b>Detail</b>   | <b>Expense Estimate<br/>Approved by GSAB<br/>June 7, 2017</b> | <b>Expense Actual</b> |
|--------------------------|---|---|-----------------------|
| Transportation           | Airfare return trip, Edmonton to Montréal (paid by Studentcare)<br><br>Cab to and from hotel in Montréal  | \$100.00  | \$100.00              |
| Accommodation            | Two nights hotel in Montréal, Québec (paid for by Studentcare)  | \$0.00  | \$0.00                |
| Meals                    | Estimate based on standard \$60/day per diem. (Studentcare pays for one meal on June 14 and meals on June 15, the GSA will pay for any additional meals on June 14 and meals on June 16.) | \$90.00   | \$7.86                |
| Conference Registration  | Not applicable  | \$0.00  | \$0.00                |
| 15% Contingency of Total | To allow for reasonable, unanticipated over expenditure   | \$28.50   | \$0.00                |
| <b>Total</b>             |   | <b>\$218.50</b>   | <b>\$107.86</b>       |