



Graduate Students' Association

University of Alberta

Actual Expenses for Attendance at the Alberta Graduate Advocacy Council (ab-GPAC) Retreat, 21-22 June 2019

The following are the expenses incurred by the attendance of Fahed Elian, GSA President, Marc Waddingham, GSA VP External, and Konstantin Tebenev, GSA member, at the ab-GPAC retreat held on 21-22 June 2019 in Rocky Mountain House, AB. Actual receipts are on file with the Financial Manager and will be retained for seven years (7) 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 ab-GPAC retreat in Rocky Mountain House, AB.

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

Expense Category	Detail	Expense Estimate Approved by the GSA Board on 12 June 2019	Expense Actual
Transportation	Car rental and insurance	\$157.96	\$157.96
	Gas	\$0.00	\$44.70
Accommodation	Hotel (\$112 per night x 1 nights x 3 people + 9% tax)	\$366.24	\$366.24
Meals	\$0 (meals are paid for by ab-GPAC) Meal while traveling on June 21 has been claimed	\$0.00	\$21.08
Conference Registration		N/A	N/A
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$78.63	\$0.00
Total		\$602.83	\$589.98