



Travel, Hospitality and Working Session Expense Report

Gitta Kulczycki, Vice-President (Finance & Administration)

For the period January 1, 2020 to March 31, 2020

Overview

The University of Alberta is accountable for the prudent and effective stewardship of University funds and is committed to providing transparency by reporting travel, hospitality and working session expenses incurred by members of its senior executive team on a quarterly basis.

| Travel Expenses | | | |
|-----------------|---------------------|--|------------|
| Item # | Date | Description | Amount |
| 1 | October 2-4, 2019 | Toronto, ON: UniForum 2019 Canada Overall Services Review (OSR) | \$17.45 |
| 2 | October 18-26, 2019 | Brisbane/Sydney, Australia: UniForum ANZ conference and Study tour | \$29.98 |
| 3 | January 7-8, 2020 | Calgary, AB: U15 Administration Table Meeting | \$776.54 |
| 4 | February 9-12, 2020 | Vancouver, AB: UniForum Canada Annual Conference | \$1,502.87 |

| Hospitality and Working Session Expenses | | | |
|--|-------------------|--|--------|
| Item # | Date | Description | Amount |
| 5 | December 10, 2019 | Hospitality: Coffee meeting with former University of Alberta employee (2 attendees) | \$5.33 |

Detail for Travel Expenses

| Travel Expense – Item #1 | | | | | | |
|--------------------------|---|-----------------|-------|--------|--------------------|---------|
| For | Gitta Kulczycki, Vice-President (Finance & Administration) | | | | | |
| Description/Purpose | UniForum 2019 Canada Overall Services Review (OSR) | | | | | |
| Date | October 2-4, 2019 | | | | | |
| Location | Toronto, ON | | | | | |
| Type of Expense | Airfare | Other Transport | Hotel | Meals | Other ¹ | Total |
| Amount | | \$15.25 | | \$2.20 | | \$17.45 |
| Notes | Other Transport = Taxi on Oct 2 (\$12) and train ride on Oct 4 (\$3.35) Meal = Coffee on Oct 3 Total cost of trip = \$1,432.29 | | | | | |

| Travel Expense – Item #2 | | | | | | |
|--------------------------|--|-----------------|-------|---------|--------------------|---------|
| For | Gitta Kulczycki, Vice-President (Finance & Administration) | | | | | |
| Description/Purpose | UniForum ANZ conference and Study tour | | | | | |
| Date | October 18-26, 2019 | | | | | |
| Location | Brisbane/Sydney, Australia | | | | | |
| Type of Expense | Airfare | Other Transport | Hotel | Meals | Other ¹ | Total |
| Amount | | | | \$29.98 | | \$29.98 |
| Notes | Meals = water on Oct 20-26; dinner on Oct 23; coffee on Oct 25 Total cost of trip = \$11,211.25 | | | | | |

| Travel Expense – Item #3 | | | | | | |
|--------------------------|--|-----------------|----------|-------|--------------------|----------|
| For | Gitta Kulczycki, Vice-President (Finance & Administration) | | | | | |
| Description/Purpose | U15 Administration Table Meeting | | | | | |
| Date | January 7-8, 2020 | | | | | |
| Location | Calgary, AB | | | | | |
| Type of Expense | Airfare | Other Transport | Hotel | Meals | Other ¹ | Total |
| Amount | \$480.04 | \$177.89 | \$118.61 | | | \$776.54 |
| Notes | Airfare = Edmonton - Calgary (return) Other transport = Taxi from office - Edmonton airport - Calgary airport - event location - hotel on Jan 7; Edmonton airport - home on Jan 8 Hotel = 1 night Total cost of trip = \$776.54 | | | | | |

¹ Other travel expense includes incidentals such as conference registration, parking, telephone/internet charges, travel insurance, baggage or seat selection fees, travel visa, vaccinations

| Travel Expense – Item #4 | | | | | | |
|--------------------------|---|-----------------|----------|---------|--------------------|------------|
| For | Gitta Kulczycki, Vice-President (Finance & Administration) | | | | | |
| Description/Purpose | UniForum Canada Conference | | | | | |
| Date | February 9-12, 2020 | | | | | |
| Location | Vancouver, BC | | | | | |
| Type of Expense | Airfare | Other Transport | Hotel | Meals | Other ¹ | Total |
| Amount | \$614.13 | \$111.35 | \$762.64 | \$10.75 | \$4.00 | \$1,502.87 |
| Notes | Airfare = Edmonton - Vancouver (return) Other transport = Taxi from hotel - Vancouver airport - Edmonton airport - office on Feb 12 Hotel = 3 nights Meals = Dinner on Feb 9 Other¹ = Incidentals Total cost of trip = \$1,502.87 | | | | | |

¹ Other travel expense includes incidentals such as conference registration, parking, telephone/internet charges, travel insurance, baggage or seat selection fees, travel visa, vaccinations



Detail for Hospitality and Working Session Expenses

| Hospitality / Working Session Expense – Item #5 | | | |
|---|--|--------------------------|--------------|
| For | Gitta Kulczycki, Vice-President (Finance & Administration) | | |
| Description/Purpose | Hospitality: Coffee meeting with former University of Alberta employee | | |
| Date | December 10, 2019 | | |
| Location | Café Bicyclette, Edmonton | | |
| Type of Expense | Meals | Other² | Total |
| Amount | \$5.33 | | \$5.33 |
| Notes | 2 attendees | | |