



Travel, Hospitality and Working Session Expense Report

Todd Gilchrist, Vice-President (University Services and Finance)

For the period January 2023 to March 2023

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	December 5-17, 2022	Cuba: Personal cell phone plan use during vacation	\$ 204.75
2	February 6-9, 2023	Vancouver: UniForum Canadian Conference	\$ 2,043.71
3	April 24-28, 2023	London, Edinburgh, and Dublin: UniForum UK Conference	\$ 4,168.94
Total			\$ 6,417.40

Hospitality and Working Session Expenses			
Item #	Date	Description	Amount
1	January 16, 2023	Lunch: VP USF team recognition lunch	\$ 104.38
2	January 26, 2023	Lunch: Internal Audit & Enterprise Risk Management (IA&ERM) recognition lunch	\$ 108.42
Total			\$ 212.80

Detail for Travel Expenses

Travel Expense – Item # 1						
For	Todd Gilchrist, Vice-President (University Services and Finance)					
Description/Purpose	Personal cell phone plan use during vacation					
Date	December 5-17, 2022					
Location	Cuba					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$204.75	\$204.75
Notes	Personal cell phone use for 13-days. This was the most cost-effective option than the UofA corporate Cuba roaming plan as there is an expectation for Todd to be available while on vacation. Expense included calling into December 9 Board of Governors meeting in Edmonton, AB.					

Travel Expense – Item # 2						
For	Todd Gilchrist, Vice-President (University Services and Finance)					
Description/Purpose	UniForum Canadian Conference					
Date	February 6-9, 2023					
Location	Vancouver, BC					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount	\$377.00	\$195.05	\$1,105.40	\$215.00	\$151.26	\$2,043.71
Notes	Airfare: Edmonton to Vancouver, return Other transport: Ground transportation Hotel: 4 nights Meals: Dinner and incidentals only (Sun); breakfast, lunch, dinner, and incidentals (Mon); breakfast and incidentals only (Tues); breakfast, dinner, and incidentals only (Wed); breakfast, lunch, and incidentals only (Thurs) Other: 4 days YEG airport parking. Personal cellphone use to call in for February 9, 2023 "President's Executive Committee - Operational" meeting.					

Travel Expense – Item # 3						
For	Todd Gilchrist, Vice-President (University Services and Finance)					
Description/Purpose	UniForum UK Conference					
Date	April 24-28, 2023					
Location	London, Edinburgh, and Dublin, UK					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount	\$4,168.94	\$0.00	\$0.00	\$0.00	\$0.00	\$4,168.94
Notes	Airfare: Edmonton to London, return. London to Edinburgh, return. London to Dublin, return. Further expenses to be disclosed next quarter.					

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 #1			
For	Todd Gilchrist, Vice-President (University Services and Finance)		
Description/Purpose	VP USF team recognition lunch		
Date	January 16, 2023		
Location	Edmonton, AB		
Type of Expense	Meals	Other ²	Total
Amount	\$104.38	\$0.00	\$104.38
Notes	4 attendees.		

Hospitality / Working Session Expense – Item #2			
For	Todd Gilchrist, Vice-President (University Services and Finance)		
Description/Purpose	Internal Audit & Enterprise Risk Management (IA&ERM) recognition lunch		
Date	January 26, 2023		
Location			
Type of Expense	Meals	Other ²	Total
Amount	\$108.42	\$0.00	\$108.42
Notes	3 attendees.		

² Other hospitality expenses include accommodation, transportation and other amenities provided in connection with the event. Other working session expenses include parking and miscellaneous expenses incidental to the event.