



Travel, Hospitality and Working Session Expense Report

Bill Flanagan, President and Vice-Chancellor

For the period October 1, 2021 to December 31, 2021

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	Oct 23-30, 2021	Toronto and Ottawa, ON: Universities Canada, Development and Government Meetings	\$2,669.75
2	Nov 4-20, 2021	Calgary AB, Toronto and Ottawa, ON: COPPOA, U15, Government and other stakeholder meetings	\$3,499.06

Hospitality and Working Session Expenses			
Item #	Date	Description	Amount
1	September 7, 2021	Hosting members of the Board of Governors	\$80.66
2	September 14, 2021	Hosting the President of Norquest	\$42.60

Detail for Travel Expenses

Travel Expense – Item # 1						
For	Bill Flanagan, President and Vice-Chancellor					
Description/Purpose	Universities Canada, Development and Government Meetings					
Date	Oct 23-30, 2021					
Location	Toronto and Ottawa, ON					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other 1	Total
Amount	\$1,412.23	\$337.51	\$638.10	\$281.91		\$2,669.75
Notes	Airfare: Edmonton to Toronto, return, and a flight to Ottawa Other Transport: Ground Transportation Hotel: 2 night in Ottawa Meals: 3 meals with donors and the AVP, Development (3-4 attendees at each) Total cost of trip: \$2,669.75					

Travel Expense – Item # 2						
For	Bill Flanagan, President and Vice-Chancellor					
Description/Purpose	COPPOA meeting, U15, Government and other stakeholder meetings					
Date	Nov 4-20, 2021					
Location	Calgary AB, Toronto and Ottawa, ON					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other 1	Total
Amount	\$1,435.00	\$634.06	\$841.60	\$588.40		\$3,499.06
Notes	Airfare: Calgary to Toronto to Edmonton, with a flight to Ottawa Other Transport: Ground Transportation Hotel: 5 nights in Ottawa Meals: meal on day of arrival Total cost of trip: \$3,499.06					

Detail for Hospitality and Working Session Expenses

Hospitality / Working Session Expense – Item #1			
For	Bill Flanagan, President and Vice-Chancellor		
Description/Purpose	Hosting members of the Board of Governors		
Date	Sept 7, 2021		
Location	The Malcolm Hotel, Canmore, AB		
Type of Expense	Meals	Other2	Total
Amount	\$80.66		\$80.66
Notes	3 attendees		

Hospitality / Working Session Expense – Item #2			
For	Bill Flanagan, President and Vice-Chancellor		
Description/Purpose	Hosting the President of Norquest		
Date	Sept 14, 2021		
Location	Vi's for Pies, Edmonton AB		
Type of Expense	Meals	Other2	Total
Amount	\$42.60		\$42.60
Notes	2 attendees		