



Travel, Hospitality and Working Session Expense Report

Aminah Robinson, Vice-President (Research and Innovation)

For the period April 2023 to June 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	March 1-3, 2023	Victoria: WestVAC-VPR meeting	\$744.50
2	April 4-5, 2023	Calgary: U15 Research Committee	\$804.16
3	May 22-24, 2023	Monterrey, Mexico: World Universities Network AGM	\$6,535.06
4	May 28-June 1, 2023	Ottawa & Banff: Banff Innovation Summit and Research Security meeting in Ottawa	\$3,068.77
5	June 8-14, 2023	Ottawa & Calgary: Meeting with Gov of Canada reps in Ottawa and Global Energy Show in Calgary	\$1,817.21

Hospitality and Working Session Expenses			
Item #	Date	Description	Amount
1	March 20, 2023	Hospitality: Lunch meeting with NRC-NANO	\$66.68
2	March 31, 2023	Hospitality: Lunch meeting with potential FoMD recruits	\$135.99
3	April 6, 2023	Hospitality: Coffee meeting with U15 Canadian Research Universities	\$4.99
4	April 24, 2023	Hospitality: Coffee meeting with Mount Royal University Reps	\$5.97
5	April-June 2023	Local parking for multiple meetings and events	\$30.48
6	May 3, 2023	Hospitality: Dinner meeting with President, Canadian Institutes of Health Research	\$388.70

Detail for Travel Expenses

Travel Expense – Item # 1						
For	Aminah Robinson, Vice-President (Research and Innovation)					
Description/Purpose	WestVAC-VPR					
Date	March 1-3, 2023					
Location	Victoria, BC					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other1	Total
Amount	\$744.50	\$0.00	\$0.00	\$0.00	\$0.00	\$744.50
Notes	Airfare: Edmonton to Victoria and return Other expenses were reported in fourth quarter of fiscal 2022-23					

Travel Expense – Item # 2						
For	Aminah Robinson, Vice-President (Research and Innovation)					
Description/Purpose	U15 Research Committee meeting					
Date	April 4-5, 2023					
Location	Calgary, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other1	Total
Amount	\$0.00	\$315.23	\$402.25	\$62.86	\$23.82	\$804.16
Notes	Other Transport: kms for private vehicle Meals: Apr 3 - lunch, dinner, incidentals; Apr 4 - incidentals; Apr 5 - lunch, incidentals Hotel: 1 night Other 1: parking					

Travel Expense – Item # 3						
For	Aminah Robinson, Vice-President (Research and Innovation)					
Description/Purpose	World Universities Network AGM and scheduled meetings in Mexico City from May 25-26					
Date	May 22-24, 2023					
Location	Monterrey, Mexico					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other1	Total
Amount	\$4,800.37	\$210.28	\$1,257.42	\$266.99	\$0.00	\$6,535.06
Notes	Airfare: Edmonton to Monterrey to Mexico City and return to Edmonton. Mexico City portion of trip was cancelled due to volcano activity. Cost includes \$836.40 for this last minute flight change. Other Transport: Taxi from home to airport and return Hotel: 4 nights Meals: May 21 - full day rate; May 22 - dinner, incidentals; May 23 - incidentals; May 24: lunch, dinner, incidentals; May 25 - breakfast, lunch, incidentals					

Travel Expense – Item # 4						
For	Aminah Robinson, Vice-President (Research and Innovation)					
Description/Purpose	Banff Innovation Summit and Meeting re: Research Security					
Date	May 28-June 1, 2023					
Location	Banff, AB, and Ottawa, ON					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other1	Total
Amount	\$1,216.32	\$341.30	\$1,405.92	\$75.23	\$30.00	\$3,068.77

Notes	Airfare: Edmonton to Calgary; Calgary to Ottawa and return to Edmonton Hotel: 3 nights Meals: May 28 - lunch (receipt); May 31 - dinner (receipt); per diem meals and incidentals will be reported in second quarter of fiscal 2023-24 Other Transport: Taxi from home to airport and return; bus from Calgary airport to Banff Other 1: national park pass
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Travel Expense – Item # 5						
For	Aminah Robinson, Vice-President (Research and Innovation)					
Description/Purpose	Meetings in Ottawa with Gov. of Canada reps and attended Global Energy Show in Calgary					
Date	June 8-14, 2023					
Location	Ottawa, ON, and Calgary, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other1	Total
Amount	\$1,149.09	\$0.00	\$668.12	\$0.00	\$0.00	\$1,817.21
Notes	Airfare: Edmonton to Ottawa; Ottawa to Calgary and return to Edmonton Hotel: 2 nights Additional expenses will be reported in second quarter of fiscal 2023-24					

Travel Expense – Item # 5						
For	Aminah Robinson, Vice-President (Research and Innovation)					
Description/Purpose	WestVAC-VPR					
Date	March 1-3, 2023					
Location	Victoria, BC					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other1	Total
Amount	\$744.50	\$0.00	\$0.00	\$0.00	\$0.00	\$744.50
Notes	Airfare: Edmonton to Victoria and return Other expenses were reported in fourth quarter of fiscal 2022-23					

Detail for Hospitality and Working Session Expenses

Hospitality / Working Session Expense – Item #1			
For	Aminah Robinson, Vice-President (Research and Innovation)		
Description/Purpose	Hospitality: Lunch meeting with Director General, NRC-NANO		
Date	March 20, 2023		
Location	Earl's, Edmonton		
Type of Expense	Meals	Other	Total
Amount	\$66.68	\$0.00	\$66.68
Notes	2 attendees		

Hospitality / Working Session Expense – Item #2			
For	Aminah Robinson, Vice-President (Research and Innovation)		
Description/Purpose	Hospitality: Lunch meeting with potential FoMD recruits		
Date	March 31, 2023		
Location	Earl's, Edmonton		
Type of Expense	Meals	Other	Total
Amount	\$135.99	\$0.00	\$135.99
Notes	5 attendees		

Hospitality / Working Session Expense – Item #3			
For	Aminah Robinson, Vice-President (Research and Innovation)		
Description/Purpose	Hospitality: Coffee meeting with Executive Director, U15 Canadian Research Universities		
Date	April 6, 2023		
Location	Tim Horton's, Edmonton		
Type of Expense	Meals	Other	Total
Amount	\$4.99	\$0.00	\$4.99
Notes	2 attendees		

Hospitality / Working Session Expense – Item #4			
For	Aminah Robinson, Vice-President (Research and Innovation)		
Description/Purpose	Hospitality: Coffee meeting with Mount Royal University reps		
Date	April 24, 2023		
Location	Tim Horton's, Edmonton		
Type of Expense	Meals	Other	Total
Amount	\$5.97	\$0.00	\$5.97
Notes	3 attendees		

Hospitality / Working Session Expense – Item #5			
For	Aminah Robinson, Vice-President (Research and Innovation)		
Description/Purpose	Local parking for multiple meetings and events		
Date	April-June 2023		
Location	Edmonton, AB		
Type of Expense	Meals	Other	Total

Amount	\$0.00	\$30.48	\$30.48
Notes			

Hospitality / Working Session Expense – Item #6			
For	Aminah Robinson, Vice-President (Research and Innovation)		
Description/Purpose	Hospitality: Dinner meeting with President, Canadian Institutes of Health Research		
Date	May 3, 2023		
Location	Ampersand, Edmonton		
Type of Expense	Meals	Other	Total
Amount	\$388.70	\$0.00	\$388.70
Notes	5 attendees		