

Travel, Hospitality and Working Session Expense Report

Gitta Kulczycki, Vice-President (Finance & Administration)

For the period October 1, 2018 to December 31, 2018

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	June 10-12, 2018	Vancouver, BC: Canadian Association of University Business Officers (CAUBO) Board of Governors Meeting and Conference	\$38.44
2	Sep 7, 2018	Edmonton, AB: Board of Governors' Strategic Retreat Dinner	\$11.50
3	Oct 1-2, 2018	Washington DC, U.S: Education Advisory Board (EAB) Business Affairs Forum 2018 National Meeting	\$1,342.25
4	Oct 10-11, 2018	Hamilton, ON: UniForum Conference	\$1,283.72
5	Oct 18-27, 2018	Sydney/Melbourne, Australia: Annual UniForum ANZ Conference	\$2,294.28
6	Oct 28-29, 2018	Montreal, QC: Canadian Association of University Business Officers (CAUBO) Board of Governors Meeting	\$271.31
7	Nov 13-16, 2018	New York, U.S: World Business Forum	\$3,016.93
8	Nov 22 -23, 2018	Montreal, QC: Fall U15 Administration Table meeting hosted by McGill University	\$724.57

Hospitality and Working Session Expenses			
Item #	Date	Description	Amount
9	Aug 28-29, 2018	Working Session: Senior Administrators Retreat (Individual shared expense)	\$86.36
10	Nov 1, 2018	Hospitality : Lunch Meeting with Dan Rizzoli, Assistant Deputy Minister, Advanced Education, Government of Alberta (2 attendees)	\$48.18

Detail for Travel Expenses

Travel Expense – Item #1						
For	Gitta Kulczycki, Vice-President (Finance & Administration)					
Description/Purpose	Canadian Association of University Business Officers (CAUBO) Board of Governors Meeting and Conference					
Date	June 10-12, 2018					
Location	Vancouver, BC					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount		\$13.00		\$25.44		\$38.44
Notes	Other Transport = Taxi from Venue to Hotel Meals = Lunch on June 10 ,11 and 12 Total cost of trip = \$2,473.96					

Travel Expense – Item #2						
For	Gitta Kulczycki, Vice-President (Finance & Administration)					
Description/Purpose	Board of Governors' Strategic Retreat Dinner					
Date	September 7, 2018					
Location	Edmonton, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount		\$11.50				\$11.50
Notes	Other Transport = Taxi from Federal building to Home					

Travel Expense – Item #3						
For	Gitta Kulczycki, Vice-President (Finance & Administration)					
Description/Purpose	Education Advisory Board (EAB) Business Affairs Forum 2018 National Meeting					
Date	Oct 1-2, 2018					
Location	Washington DC, U.S					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount		\$308.57	\$904.26	\$89.99	\$39.43	\$1,342.25
Notes	Other Transport = Taxi from Home - Airport - Hotel - Airport - Home Other¹ = Incidental cost and flight transaction fee Meals = Dinner on Sept 30,lunch on Oct 1 & 2 and breakfast on Oct 1. Hotel = 2 nights Total cost of trip = \$2,238.23					

Travel Expense – Item #4						
For	Gitta Kulczycki, Vice-President (Finance & Administration)					
Description/Purpose	UniForum Conference					
Date	Oct 10-11, 2018					
Location	Hamilton , ON					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount	\$715.21	\$370.21	\$172.83	\$25.47		\$1,283.72
Notes	Other Transport = Taxi from Home - Airport - Hotel - Venue - Airport - Home Hotel = 1 night Meals = Dinner on Oct 10 Total cost of trip = \$1,283.72					

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 #5						
For	Gitta Kulczycki, Vice-President (Finance & Administration)					
Description/Purpose	Annual UniForum ANZ Conference					
Date	Oct 18-27, 2018					
Location	Sydney & Melbourne , Australia					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount		\$106.15	\$1,998.28	\$189.85		\$2,294.28
Notes	Other Transport = Taxi on Oct 22 and 23 Hotel = 6 nights Meals = Breakfast (Oct 21,23 and 26), lunch (Oct 20), dinner (Oct 20,22,23,26) Total cost of trip = \$10,545.40					

Travel Expense – Item #6						
For	Gitta Kulczycki, Vice-President (Finance & Administration)					
Description/Purpose	Canadian Association of University Business Officers (CAUBO) Board of Governors Meeting					
Date	Oct 28-29, 2018					
Location	Montreal, QC					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount			\$271.31			\$271.31
Notes	Hotel = 1 night Total cost of trip = \$557.74					

Travel Expense – Item #7						
For	Gitta Kulczycki, Vice-President (Finance & Administration)					
Description/Purpose	World Business Forum					
Date	Nov 13-16, 2018					
Location	New York, U.S					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount	\$743.10	\$143.56	\$2,024.11	\$106.16		\$3,016.93
Notes	Other Transport = Taxi from Airport - Hotel - Airport Hotel = 4 nights Meals = Breakfast (Nov 14,15 & 16), Lunch (Nov 14), Dinner (Nov 13 & 16) Total Cost of Trip = \$3,016.93					

Travel Expense – Item #8						
For	Gitta Kulczycki, Vice-President (Finance & Administration)					
Description/Purpose	Fall U15 Administration Table meeting hosted by McGill University					
Date	Nov 22-23, 2018					
Location	Montreal, QC					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount		\$118.45	\$394.02		\$212.10	\$724.57
Notes	U15 is known as the group of 15 research-intensive universities in Canada Other Transport = Taxi from Home - Airport - Home Hotel = 2 nights Other ¹ = Flight Change, seat selection and transaction fee Total Cost of Trip = \$1,557.12					

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 #9			
For	Gitta Kulczycki, Vice-President (Finance & Administration)		
Description/Purpose	Working Sessions: Senior Administrators Retreat		
Date	Aug 28-29, 2018		
Location	Derrick Golf and Winter Club, Edmonton		
Type of Expense	Meals	Other²	Total
Amount	\$86.36		\$86.36
Notes	Meals = Food and Beverages (Individual shared expense for 2 days)		

Hospitality / Working Session Expense – Item #10			
For	Gitta Kulczycki, Vice-President (Finance & Administration)		
Description/Purpose	Hospitality : Lunch Meeting with Dan Rizzoli (Assistant Deputy Minister, Advanced Education, Government of Alberta)		
Date	November 1, 2018		
Location	Earls Restaurant, Edmonton		
Type of Expense	Meals	Other²	Total
Amount	\$48.18		\$48.18
Notes	2 attendees		