

Travel, Hospitality and Working Session Expense Report

Jacqui Tam, Vice-President (University Relations)

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	September 6, 2018	Edmonton, AB: Edmonton Global Official Launch	\$21.30
2	September 25-27, 2018	Vancouver, BC: World 100 Reputation Network Conference	\$862.41
3	October 4-5, 2018	Mayerthorpe, AB: Advancing Alberta Tours (Mayerthorpe and Slave Lake)	\$216.69
4	October 19, 2018	Camrose, AB: Advancing Alberta Tour	\$98.44
5	October 24, 2018	Calgary, AB: US Midterm Election Seminar (U of A in partnership with US Consulate General Event)	\$723.77
6	October 30 - November 1, 2018	Montreal, QC: Canadian Association of University Business Officers (CAUBO) Faculty Bargaining Services 2018 Summit and Annual Conference	\$2,894.05
7	November 16, 2018	Calgary, AB: Business Meetings: Chamber of Commerce, Economic Development and Library Meetings	\$552.07
8	December 4-5, 2018	Calgary, AB: Canadian Association of University Business Officers (CAUBO) Provincial Government Relationships: Implications for Collective Bargaining and Labour Relations	\$466.67

Hospitality and Working Session Expenses			
Item #	Date	Description	Amount
9	August 28-29, 2018	Working Session: Senior Administrators' Retreat	\$86.36
10	September 5, 2018	Working Session: Business lunch meeting with Marion Haggarty-France, University Secretary and Lesley Cormack, Dean, Faculty of Arts	\$98.52
11	October 5, 2018	Hospitality: Business lunch meeting with Cherene Griffiths, Executive Director (Government and Community Relations); Anne Everatt, President, Northern Lakes College and Madeline McVey, VP Academic and Director (External Relations)	\$95.23

Detail for Travel Expenses

Travel Expense – Item # 1						
For	Jacqui Tam, Vice-President (University Relations)					
Description/Purpose	Edmonton Global Official Launch					
Date	September 6, 2018					
Location	Edmonton, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount					\$21.30	\$21.30
Notes	Other¹ = Parking					

Travel Expense – Item # 2						
For	Jacqui Tam, Vice-President (University Relations)					
Description/Purpose	World 100 Reputation Network Conference					
Date	September 25-27, 2018					
Location	Vancouver, BC					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount	\$30.49	\$79.94	\$614.04	\$87.12	\$50.82	\$862.41
Notes	Airfare = Service charge Other Transport = Two taxis Hotel = Two nights Meals = Two breakfasts and two dinners Other¹ = Two baggage fee charges Total Cost of Trip = \$1170.65					

Travel Expense – Item # 3						
For	Jacqui Tam, Vice-President (University Relations)					
Description/Purpose	Advancing Alberta Tours (Mayerthorpe and Slave Lake)					
Date	October 4-5, 2018					
Location	Mayerthorpe, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount			\$167.98	\$48.71		\$216.69
Notes	Meals = One lunch and one dinner Hotel = One night					

Travel Expense – Item # 4						
For	Jacqui Tam, Vice-President (University Relations)					
Description/Purpose	Advancing Alberta Tour					
Date	October 19, 2018					
Location	Camrose, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount		\$79.87		\$18.57		\$98.44
Notes	Meals = One lunch Other Transport = KM travelled					

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	Jacqui Tam, Vice-President (University Relations)					
Description/Purpose	US Midterm Election Seminar (U of A in partnership with US Consulate General Event)					
Date	October 24, 2018					
Location	Calgary, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount	\$621.53	\$87.72		\$14.52		\$723.77
Notes	Airfare = Flight and service charges Other Transportation = Two taxis Meals = One lunch					

Travel Expense – Item # 6						
For	Jacqui Tam, Vice-President (University Relations)					
Description/Purpose	Canadian Association of University Business Officers (CAUBO) Faculty Bargaining Services 2018 Summit and Annual Conference					
Date	October 30 - November 1, 2018					
Location	Montreal, QC					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount	\$907.28	\$92.62	\$554.24	\$72.60	\$1,267.31	\$2,894.05
Notes	Airfare = Flight and service charges Other Transportation = Two taxis Hotel = Two nights Meals = One lunch and two dinners Other¹ = Seat selection charge and conference registration					

Travel Expense – Item # 7						
For	Jacqui Tam, Vice-President (University Relations)					
Description/Purpose	Business meetings: Chamber of Commerce, Economic Development & Library Mtgs					
Date	November 16, 2018					
Location	Calgary, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount	\$471.90	\$36.84		\$43.33		\$552.07
Notes	Airfare = Flight and service charge Other transportation = One taxi Meals = One lunch and one dinner					

Travel Expense – Item # 8						
For	Jacqui Tam, Vice-President (University Relations)					
Description/Purpose	Canadian Association of University Business Officers (CAUBO) Provincial Government Relationships: Implications for Collective Bargaining and Labour Relations					
Date	December 4-5, 2018					
Location	Calgary, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount	\$423.11			\$43.56		\$466.67
Notes	Airfare = Flight and service charge Meals = One breakfast and one dinner					

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	Jacqui Tam, Vice-President (University Relations)		
Description/Purpose	Working Session: Senior Administrators' Retreat		
Date	August 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	Jacqui Tam, Vice-President (University Relations)		
Description/Purpose	Working Session: Business lunch meeting with Marion Haggarty-France, University Secretary and Lesley Cormack, Dean, Faculty of Arts		
Date	September 5, 2018		
Location	Vintage Fork, Edmonton, AB		
Type of Expense	Meals	Other²	Total
Amount	\$98.52		\$98.52
Notes	3 attendees		

Hospitality / Working Session Expense – Item #11			
For	Jacqui Tam, Vice-President (University Relations)		
Description/Purpose	Hospitality: Business lunch meeting with Cherene Griffiths, Executive Director (Government and Community Relations); Anne Everatt, President, Northern Lakes College and Madeline McVey, VP Academic and Director (External Relations)		
Date	October 5, 2018		
Location	TA'S Asian Grill and Steakhouse, Slave Lake, AB		
Type of Expense	Meals	Other²	Total
Amount	\$95.23		\$95.23
Notes	4 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.