

Travel, Hospitality and Working Session Expense Report

Andrew Sharman, Vice-President (Facilities & Operations)

For the period October 2022 to December 2022

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 28, 2022	Parking for the Forward/Slash Economic Summit at the Edmonton Convention Centre	\$10.00
2	September 28, 2022	UofA rental vehicle for travel to UofA Botanic Garden for Diwan grand opening event	\$78.24
3	October 19-22, 2022	Fall U15 Meeting hosted by the University of Montreal	\$1,776.96
4	October 27, 2022	Parking for the Mayor's breakfast event at the Edmonton Convention Centre	\$14.00
5	November 3, 2022	Parking for the UofA Alumni Awards ceremony at the Citadel Theatre	\$15.00
6	November 14, 2022	Parking for the Canadian Infrastructure Bank dinner at the Fairmont Hotel Macdonald	\$29.00
7	December 12, 2022	Parking for Strategy Session and holiday reception at UAPT offices	\$8.00

Hospitality and Working Session Expenses			
Item #	Date	Description	Amount
1	September 1-2, 2022	Working Session: Board of Governors Retreat at UofA Augustana Campus	\$254.93
2	September 16, 2022	Hospitality: Lunch meeting with Greg Dewling, UAPT CEO (2 attendees)	\$66.30
3	December 2, 2022	Hospitality: Lunch meeting with Greg Dewling, UAPT CEO (2 attendees)	\$49.56
4	December 5, 2022	Hospitality: Lunch meeting with Todd Werre, Urbis Advisors (2 attendees)	\$62.05

Detail for Travel Expenses

Travel Expense – Item # 1						
For	Andrew Sharman, Vice-President (Facilities & Operations)					
Description/Purpose	Parking for Forward/Slash Economic Summit					
Date	September 28, 2022					
Location	Edmonton, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other 1	Total
Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$10.00
Notes	Other: Parking at the Edmonton Convention Centre.					

Travel Expense – Item # 2						
For	Andrew Sharman, Vice-President (Facilities & Operations)					
Description/Purpose	UofA rental vehicle for travel to UofA Botanic Garden for Diwan grand opening event					
Date	September 28, 2022					
Location	Devon, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other 1	Total
Amount	\$0.00	\$78.24	\$0.00	\$0.00	\$0.00	\$78.24
Notes	Other Transport: Pool vehicle rental, including mileage charge.					

Travel Expense – Item # 3						
For	Andrew Sharman, Vice-President (Facilities & Operations)					
Description/Purpose	Fall U15 Meeting hosted by the University of Montreal					
Date	October 19-22, 2022					
Location	Montreal, QC					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other 1	Total
Amount	\$718.70	\$162.63	\$717.90	\$88.43	\$89.30	\$1,776.96
Notes	Other Transport: UBERs in Montreal (airport to hotel, hotel to UofM, hotel to airport). Other: Includes parking at the Edmonton Airport and mileage to and from the airport.					

Travel Expense – Item # 4						
For	Andrew Sharman, Vice-President (Facilities & Operations)					
Description/Purpose	Parking for the Mayor's breakfast event.					
Date	October 27, 2022					
Location	Edmonton, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other 1	Total
Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$14.00	\$14.00
Notes	Other: Parking at the Edmonton Convention Centre.					

Travel Expense – Item # 5						
For	Andrew Sharman, Vice-President (Facilities & Operations)					
Description/Purpose	Parking for the Alumni Awards ceremony.					
Date	November 3, 2022					
Location	Edmonton, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other 1	Total
Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$15.00
Notes	Other: Parking at the Citadel Theatre.					

Travel Expense – Item # 6						
For	Andrew Sharman, Vice-President (Facilities & Operations)					
Description/Purpose	Parking for the Canadian Infrastructure Bank Dinner at the Fairmont Hotel Macdonald					
Date	November 14, 2022					
Location	Edmonton, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other 1	Total
Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$29.00	\$29.00
Notes	Other: Parking at the Fairmont Hotel Macdonald					

Travel Expense – Item # 7						
For	Andrew Sharman, Vice-President (Facilities & Operations)					
Description/Purpose	Parking for Strategy Session and holiday reception at UAPT offices					
Date	December 12, 2022					
Location	Edmonton, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other 1	Total
Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$8.00	\$8.00
Notes	Other: Parking downtown Edmonton.					

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 # 8			
For	Andrew Sharman, Vice-President (Facilities & Operations)		
Description/Purpose	Working Session: Board of Governors Retreat at UofA Augustana Campus		
Date	September 1-2, 2022		
Location	Camrose, AB		
Type of Expense	Meals	Other2	Total
Amount	\$110.11	\$144.82	\$254.93
Notes	Meals: Andrew's portion of meal expenses. 42 attendees including Board Chair, President, Chancellor, Provost, and 4 VPs - expense split. Other: Andrew's portion of the Ramada Hotel expenses (1 night).		

Hospitality / Working Session Expense – Item # 9			
For	Andrew Sharman, Vice-President (Facilities & Operations)		
Description/Purpose	Hospitality: Lunch meeting with Greg Dewling, UAPT CEO (2 attendees)		
Date	September 16, 2022		
Location	Edmonton, AB - Rosso Pizzeria		
Type of Expense	Meals	Other2	Total
Amount	\$66.30	\$0.00	\$66.30
Notes			

Hospitality / Working Session Expense – Item # 10			
For	Andrew Sharman, Vice-President (Facilities & Operations)		
Description/Purpose	Hospitality: Lunch meeting with Greg Dewling, UAPT CEO (2 attendees)		
Date	December 2, 2022		
Location	Edmonton, AB - Rosso Pizzeria		
Type of Expense	Meals	Other2	Total
Amount	\$49.56	\$0.00	\$49.56
Notes			

Hospitality / Working Session Expense – Item # 11			
For	Andrew Sharman, Vice-President (Facilities & Operations)		
Description/Purpose	Hospitality: Lunch meeting with Todd Werre, Urbis Advisors (2 attendees)		
Date	December 5, 2022		
Location	Edmonton, AB - Earls on Campus		
Type of Expense	Meals	Other2	Total
Amount	\$62.05	\$0.00	\$62.05
Notes			

² Other hospitality expenses include accommodation, transportation and other amenities provided in connection

Other working session expenses include transportation and other services provided in connection with the event. Other working session expenses include parking and miscellaneous expenses incidental to the event.