

Travel, Hospitality and Working Session Expense Report

Todd Gilchrist, Vice-President (University Services and Finance)

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	October 12, 2022	Edmonton, AB: Worked out of Enterprise Square location	\$32.00
2	October 19-21, 2022	Montreal, QC: Fall U15 Meeting	\$2,819.43
3	October 22-November 2, 2022	Melbourne and Sydney, Australia: UniForum ANZ Conference	\$3,018.23
4	November 22-25, 2022	Montreal, QC: CAUBO Board of Directors meeting	\$1,284.55

Hospitality and Working Session Expenses			
Item #	Date	Description	Amount
1	September 1-2, 2022	Working session: Board retreat at UofA Augustana Campus	\$254.93
2	October 28, 2022	Hospitality: Lunch with University of Auckland UniForum colleagues	\$16.95

Detail for Travel Expenses

Travel Expense – Item # 1						
For	Todd Gilchrist, Vice-President (University Services and Finance)					
Description/Purpose	Parking for Enterprise Square work day					
Date	October 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	\$32.00	\$32.00
Notes	Other: Parking					

Travel Expense – Item # 2						
For	Todd Gilchrist, Vice-President (University Services and Finance)					
Description/Purpose	Fall U15 Meeting					
Date	October 19-21, 2022					
Location	Montreal, QC					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount	\$1,862.48	\$179.06	\$499.80	\$165.00	\$113.09	\$2,819.43
Notes	Airfare: Edmonton to Montreal, return Other transport: Ground transportation Hotel: 2 nights Meals: Lunch, dinner, and incidentals only (Wed); breakfast, lunch, dinner, and incidentals (Thurs); dinner and incidentals only (Fri) Other: UofA parking, in-flight WiFi, 3 days YEG airport parking					

Travel Expense – Item # 3						
For	Todd Gilchrist, Vice-President (University Services and Finance)					
Description/Purpose	UniForum ANZ Conference					
Date	October 25-28, 2022					
Location	Melbourne and Sydney, Australia					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount	\$0.00	\$401.42	\$1,933.61	\$665.00	\$18.20	\$3,018.23
Notes	Airfare: Edmonton to Melbourne and Sydney, Australia, return. Disclosed in previous quarter (\$6426.26) Other transport: Ground transportation Hotel: 1 night accommodation in Melbourne, 5 nights accommodation in Sydney Meals: Dinner and incidentals only (Oct 22); breakfast, lunch, dinner, and incidentals (Oct 23); breakfast, lunch, and incidentals (Oct 24); breakfast, dinner, and incidentals only (Oct 25); breakfast and incidentals only (Oct 26); breakfast, dinner, and incidentals only (Oct 27); breakfast, lunch, dinner, and incidentals (Oct 28-29, Nov 2). Other: Travel visa					

Travel Expense – Item # 4						
For	Todd Gilchrist, Vice-President (University Services and Finance)					
Description/Purpose	CAUBO Board of Directors meeting					
Date	November 22-25, 2022					
Location	Montreal, QC					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount	\$637.76	\$121.64	\$220.15	\$205.00	\$100.00	\$1,284.55
Notes	Airfare: Edmonton to Montreal, return Other transport: Ground transportation Hote: 1 night accommodation (CAUBO reimbursed 2 nights accommodation) Meals: Lunch, dinner, and incidentals only (Tues); breakfast, lunch, dinner, and incidentals (Wed); breakfast, lunch, and incidentals only (Thurs); dinner and incidentals only (Fri) Other: 4 days YEG airport parking					

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 #1			
For	Todd Gilchrist, Vice-President (University Services and Finance)		
Description/Purpose	Board Retreat at UofA Augustana Campus		
Date	September 1-2, 2022		
Location	Camrose, AB		
Type of Expense	Meals	Other ²	Total
Amount	\$110.11	\$144.82	\$254.93
Notes	Todd's portion of meal expenses. 42 attendees including Board Chair, President, Chancellor, Provost, and 4 VPs - expense split. Other: Todd's portion of hotel expenses. Ground transportation expenses included on previous disclosure report (\$94.5).		

Hospitality / Working Session Expense – Item #2			
For	Todd Gilchrist, Vice-President (University Services and Finance)		
Description/Purpose	Lunch with UniForum University of Auckland colleagues (4 attendees total)		
Date	October 28, 2022		
Location	Melbourne and Sydney, Australia		
Type of Expense	Meals	Other ²	Total
Amount	\$16.95	\$0.00	\$16.95
Notes			

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.

