



Travel, Hospitality and Working Session Expense Report

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

For the period October 1, 2021 to December 31, 2021

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 27-30 2021	Quebec City, Quebec: U15 Autumn 2021 Meeting	\$2,268.09
2	November 17-20, 2021	Montreal, Quebec: CAUBO Fall 2021 Board of Directors Meeting	\$1,836.27

Hospitality and Working Session Expenses			
Item #	Date	Description	Amount
		No hospitality and working sessions to report	

Detail for Travel Expenses

Travel Expense – Item # 1						
For	Todd Gilchrist, Vice-President (University Services and Finance)					
Description/Purpose	U15 Autumn 2021 Meeting					
Date	October 27-30, 2021					
Location	Quebec City, Quebec					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount	\$1,057.11	\$181.66	\$741.38	\$160.00	\$127.94	\$2,268.09
Notes	Airfare: Edmonton to Quebec City, return Other Transport: Ground transportation Hotel: 3 nights Meals: Incidentals (Wed); breakfast, lunch, dinner, and incidentals (Thurs); breakfast, dinner, and incidentals (Fri); breakfast and incidentals (Sat) Other: In flight WiFi, 4 days YEG airport parking					

Travel Expense – Item # 2						
For	Todd Gilchrist, Vice-President (University Services and Finance)					
Description/Purpose	CAUBO Fall 2021 Board of Directors Meeting					
Date	November 17-20, 2021					
Location	Montreal, Quebec					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount	\$950.41	\$133.10	\$449.82	\$175.00	\$127.94	\$1,836.27
Notes	Airfare: Edmonton to Montreal, return Other Transport: Ground transportation Hotel: 2 nights (CAUBO covered 1 night accommodation) Meals: Dinner and incidentals (Wed); breakfast, lunch, dinner, and incidentals (Thurs); dinner and incidentals (Fri); breakfast and incidentals (Sat) Other: In flight WiFi, 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