

**Actual Travel Expenses for Attendance at Alberta Congress Board Conference**  
**in Jasper, October 24-27, 2013**

The following are the travel expenses incurred by the attendance of Roy Coulthard, GSA President Emeritus, and Senator, at the above-noted meeting. Actual receipts are on file with the Financial Manager and will be retained for seven years for audit purposes.

The GSA uses the U of A Policies and Procedures On-Line (UAPPOL) Travel Expense Procedure, Appendix A: Schedule of Allowable Travel Expenses as the basis for its travel expenses.

The purpose of this travel was to attend the conference and network with the Deputy Premier and other political and business figures in attendance.

Expense Category	Rationale	Expense
Transportation	<p>Round trip mileage at 46 cents per kilometer to and from Jasper and Jasper Park entrance fee</p> <p><b>Note:</b> University travel policy states, "private automobiles used for University business within Alberta will be reimbursed at a rate of 46 cents per kilometer. This rate includes the cost of fuel and vehicle "wear and tear". You may choose to claim either the per kilometer rate for the actual number of kilometers driven or the actual cost of fuel if supported by original receipts" (UAPPOL, "Travel and Hosting Expense Reimbursement Procedure")</p>	\$368.88

Accommodation	Three nights in Fairmont Jasper (conference hotel)	\$668.29
Meals	All meals included in price of Fairmont Jasper accommodation	\$0.00
Conference Registration	Free student registration	\$0.00
<b>Total</b>		<b>\$1,037.17</b>

