

**Actual Expenses for Attendance at the Canadian Association of Graduate Studies Annual Conference,  
October 26-30, 2014, St John's, NFLD**

The following are the expenses incurred by the attendance of Colin More, Vice-President Academic at the Canadian Association of Graduate Studies annual conference, October 26-30, 2014 in St. John's Newfoundland. 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 is to attend the CAGS annual conference. CAGS provides an opportunity to learn about graduate studies issues and highlights from other institutions across Canada, network and interact with graduate student representatives from across Canada (including GU15 CFS schools like Ottawa, and non-GU15 schools), and to share information about our GSA' areas of concern and positive experiences with both other graduate student representatives and graduate studies deans from other institutions. Attendance at the event provided the GSA with value to graduate students and the Graduate Students' Association by providing national context and possible solutions for issues that we share with other schools, providing an opportunity to further our networks with other graduate student organizations (larger networks can lead to stronger advocacy), and by highlighting the work done by/at our GSA to a national audience.

A report on this meeting/conference was previously provided and can be referenced at: Google Drive\500 - External Committees\570 - Advocacy\CAGS\Meeting Reports\CAGS 2014.docx

<b>Expense Category</b>	<b>Detail</b>	<b>Expense Estimate Approved by GSAB Sept 12, 2014</b>	<b>Expense Actual</b>
Transportation	Airfare: Edmonton to St. John's Roundtrip (Travel on October 25 (arrives October 26) and October 30) = \$950.00  Transport to/from Edmonton Airport (Taxi both ways due to late departure/arrival) = \$120.00  Transport to/from St. John's Airport (Taxi both ways) = \$50.00	\$1,120.00  (airfare paid by Dean, FGSR)	\$0.00
Accommodation	4 nights @ \$204.00 at Conference Hotel (plus charges and taxes) = \$954.72	\$954.72	\$954.72
Meals	Actual costs to be claimed to a maximum of \$45/day per diem in accordance with University Travel Expense Procedure and GSA PDA expense allowances (1 person for 5 days)	\$270.00	\$105.22
Conference Registration	\$250 "Early Bird Price" - raises to \$305 after September 15	\$250.00	\$290.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$389.21	
<b>Total</b>		<b>\$2,983.93</b>	<b>\$1,349.94</b>