



# Graduate Students' Association

University of Alberta

**Actual Expenses Associated with Attendance at the Canadian Alliance of Student Associations (CASA) Advocacy Week and AGM, 17-22 February 2020 in Ottawa, ON**

The following are the expenses incurred by the attendance of Fahed Elian, President, and Marc Waddingham, Vice-President External, at the Canadian Alliance of Student Associations (CASA) Advocacy Week and AGM, 17-22 February 2020. 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 CASA advocacy week and annual general meeting in Ottawa, ON.

A report on this meeting was previously provided and is held at the GSA office.

<b>Expense Category</b>	<b>Detail</b>	<b>Expense Estimate Approved by the GSA Board on 22 January 2020</b>	<b>Expense Actual</b>
Transportation	Flights, Edmonton to Ottawa (\$650.00 x 2) (Actual was \$783.30 X 2 plus baggage fee of \$63 x 2) Taxi to/from hotel (\$50 each way)	\$1,300.00  \$100.00	\$1,692.60  \$109.19
Accommodation	Hotel (\$1561.84 x 2 people)	\$3,123.68	\$3,109.54
Meals	Based on standard \$60.00/day per diem (\$60.00/day for 6 days x 2 people) Conference fees may include some meals	\$720.00	\$609.27
Conference Registration	\$300.00 per person	\$600.00	\$600.00 <i>(see below)</i>
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$876.55	\$900.00 <i>(conference registration was \$450.00 more per attendee than originally estimated, this additional \$900.00 was drawn from the contingency)</i>
<b>Total</b>		<b>\$6,720.23</b>	<b>\$7,020.60</b>