



Travel, Hospitality and Working Session Expense Report

Michael Phair, Chair, Board of Governors

For the period April 1, 2018 to June 30, 2018

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	April 5-8 2018	Victoria, British Columbia: 32nd Annual Canadian University Boards Association (CUBA) Conference	\$833.20

Hospitality and Working Session Expenses			
Item #	Date	Description	Amount
2	June 1, 2018	Hospitality: Introductory Coffee Meeting with Univ of Alberta Student Board Members	\$13.35

Detail for Travel Expenses

Travel Expense – Item # 1						
For	Michael Phair, Chair, Board of Governors					
Description/Purpose	Annual Canadian University Boards Association (CUBA) Conference					
Date	April 5-8, 2018					
Location	Victoria, British Columbia					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount		\$104.20	\$594.00	\$135.00		\$833.20
Notes	Airfare and Conference Registration reported in the last quarter (Q4 2018). Total cost of trip: \$1,902.02.					

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 #2			
For	Michael Phair, Chair, Board of Governors		
Description/Purpose	Hospitality: Introductory Coffee Meeting with new Univ of Alberta Student Board Members		
Date	June 1, 2018		
Location	Edmonton, Alberta (University of Alberta)		
Type of Expense	Meals	Other²	Total
Amount	\$13.35		\$13.35
Notes	3 attendees		

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.