



Travel, Hospitality and Working Session Expense Report

Michael Phair, Chair, Board of Governors

For the period July 1, 2019 to September 30, 2019

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	May 2-4, 2019	Kingston, ON: Annual Canadian University Boards Association (CUBA) Conference.	\$846.01
2	June 21, 2019	Calgary, AB: Meeting of the Post-Secondary Board Chairs with Minister of Advanced Education.	\$331.58

Hospitality and Working Session Expenses			
Item #	Date	Description	Amount
		No Hospitality and Working Session Expenses Incurred in the 2nd Quarter.	

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	May 2-4, 2019					
Location	Kingston, ON					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount		\$111.00	\$444.22	\$105.00	\$185.79	\$846.01
Notes	<p>Other Transport: May 2, 2019: Ground transportation to Edmonton International Airport (\$65.00) May 2, 2019: Ground transportation to Hotel (\$21.00) May 4, 2019: Ground transportation to Queen's University (\$25.00)</p> <p>Hotel: Accommodation (2 nights) at the Residence Inn, Kingston</p> <p>Meals: Breakfast per diem on May 2, 2019 (\$15), Lunch per diem on May 2 and May 4, 2019 (\$30), Dinner per diem on May 2 and May, 2019 (\$60)</p> <p>Other ¹: Cell phone package charges</p> <p>Total cost of trip: \$ 1873.60</p>					

Travel Expense – Item #2						
For	Michael Phair, Chair, Board of Governors					
Description/Purpose	Meeting of the Post-Secondary Board Chairs with Minister of Advanced Education					
Date	June 21, 2019					
Location	Calgary, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount		\$76.00	\$167.29	\$88.29		\$331.58
Notes	<p>Other Transport: June 21, 2019: Red Arrow transport from Calgary to Edmonton</p> <p>Hotel: Accommodation (1 night) at the Sandman Hotel Calgary City Centre, Calgary</p> <p>Meals: Dinner per diem on June 20 and June 21, 2019 (\$60) Meals receipted on June 21, 2019 for a lunch with the Alberta Post-Secondary Board Chairs (\$28.29)</p> <p>Total cost of trip: \$ 331.58</p>					

¹ Other travel expense includes incidentals such as conference registration, parking, telephone/internet charges, travel insurance, baggage or seat selection fees, travel visa, vaccinations