Travel, Hospitality and Working Session Expense Report

Michael Phair, Chair, Board of Governors

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	August 23-25, 2017	Banff, Alberta - Board of Governors Strategic Retreat	$370.64

Hospitality and Working Session Expenses			
Item #	Date	Description	Amount
		No hospitality and/or working session expenses	

UNIVERSITY OF ALBERTA

Detail for Travel Expenses

Travel Expense – Item # 1						
For	Michael Phair, Chair, Board of Governors					
Description/Purpose	Board of Governors Strategic Retreat					
Date	August 23 - 25, 2017					
Location	Banff, Alberta					
Type of Expense	**Airfare**	**Other Transport**	**Hotel**	**Meals**	**Other [1]**	**Total**
Amount		$77.35		$293.29		$370.64
Notes	Other Transport=bus from Edmonton to Banff. Meals (individual shared expense, 39 attendees) include dinner on Aug 23 and 24, breakfast and lunch on Aug 24 and 25, and coffee breaks during meetings. Total cost of meals expected at $343.34 per person-remainder of the charges to be disclosed in the next quarter.					

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