



## Travel, Hospitality and Working Session Expense Report

Todd Gilchrist, Vice-President (University Services and Finance)

For the period April 2023 to June 2023

### 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	March 23, 2023	Edmonton: Canadian Business Leaders Award Event	\$11.84
2	March 27, 2023	Edmonton: Portfolio Executive Advisory Committee Retreat	\$18.00
3	April 3, 2023	Edmonton: Resource Planning Team Meet & Greet at Materials Management Building	\$18.00
4	April 24-28, 2023	London, Edinburgh, and Dublin: UniForum UK Conference	\$6,027.08
5	May 5, 2023	Edmonton: Comprehensive Academic and Research Universities (CARU) Retreat	\$15.00
6	May 8-10, 2023	Toronto: CAUBO Conference	\$2,497.45
7	May 11-12, 2023	Saskatoon: Spring U15 Meeting	\$747.60
8	June 23, 2023	Edmonton: Labour Relations Advisory Committee (LRAC) Meeting	\$24.00

Hospitality and Working Session Expenses			
Item #	Date	Description	Amount
1	April 25, 2023	Hospitality: Coffee with University of Auckland colleague	\$41.34
2	May 5, 2023	Hospitality: VP USF team recognition meal	\$54.43

**Detail for Travel Expenses**

Travel Expense – Item # 1						
For	Todd Gilchrist, Vice-President (University Services and Finance)					
Description/Purpose	Canadian Business Leaders Award Event					
Date	March 23, 2023					
Location	Edmonton, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other1	Total
Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$11.84	\$11.84
Notes	Other: Parking					

Travel Expense – Item # 2						
For	Todd Gilchrist, Vice-President (University Services and Finance)					
Description/Purpose	Portfolio Executive Advisory Committee Retreat					
Date	March 27, 2023					
Location	Edmonton, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other1	Total
Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00	\$18.00
Notes	Other: Parking					

Travel Expense – Item # 3						
For	Todd Gilchrist, Vice-President (University Services and Finance)					
Description/Purpose	Resource Planning Team Meet & Greet at Materials Management Building					
Date	April 3, 2023					
Location	Edmonton, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other1	Total
Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00	\$18.00
Notes	Other: Parking					

Travel Expense – Item # 4						
For	Todd Gilchrist, Vice-President (University Services and Finance)					
Description/Purpose	UniForum UK Conference					
Date	April 24-28, 2023					
Location	London, Edinburgh, and Dublin, UK					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other1	Total
Amount	\$0.00	\$691.06	\$4,197.75	\$953.47	\$184.80	\$6,027.08
Notes	Airfare: Disclosed in previous quarter (\$4168.94) Other transport: Ground transportation Hotel: 7 nights Meals: Dinner and incidentals only (Fri); dinner and incidentals only (Sat); full day rate (Sun); breakfast and incidentals only (Mon); breakfast, dinner, and incidentals only (Tues); dinner and incidentals only (Wed); full day rate (Thurs); breakfast and incidentals only (Fri); lunch, dinner, and incidentals only (Sun); full day rate (Thurs) Other: Use of Todd's personal phone plan for 11-days as this was the most cost-effective option than the UofA corporate Europe Passport roaming plan. There is an expectation for Todd to be available while overseas.					

Travel Expense – Item # 5						
For	Todd Gilchrist, Vice-President (University Services and Finance)					
Description/Purpose	Comprehensive Academic and Research Universities (CARU) Retreat					
Date	May 5, 2023					
Location	Edmonton, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other1	Total
Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$15.00
Notes	Other: Parking					

Travel Expense – Item # 6						
For	Todd Gilchrist, Vice-President (University Services and Finance)					
Description/Purpose	CAUBO Conference					
Date	May 8-10, 2023					
Location	Toronto, ON					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other1	Total
Amount	\$1,141.25	\$164.31	\$1,095.99	\$95.90	\$0.00	\$2,497.45
Notes	Airfare: Edmonton to Toronto. Toronto to Saskatoon. Saskatoon to Edmonton. Note: Airfare for CAUBO Conference and Spring U15 meeting was booked on one itinerary Other transport: Ground transportation Hotel: 3 nights Meals: Lunch, dinner, and incidentals only (Sun); dinner and incidentals only (Mon); dinner and incidentals only (Tues)					

Travel Expense – Item # 7						
For	Todd Gilchrist, Vice-President (University Services and Finance)					
Description/Purpose	Spring U15 Meeting					
Date	May 11-12, 2023					
Location	Saskatoon, SK					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other1	Total
Amount	\$0.00	\$128.95	\$409.30	\$84.35	\$125.00	\$747.60
Notes	Airfare: Edmonton to Toronto. Toronto to Saskatoon. Saskatoon to Edmonton. Note: Airfare for CAUBO Conference and Spring U15 meeting was booked on one itinerary Other transport: Ground transportation Hotel: 2-nights Meals: Dinner and incidentals only (Wed); breakfast, lunch, and incidentals only (Thurs); dinner and incidentals only (Fri) Other: YEG airport parking (5 days)					

Travel Expense – Item # 8						
For	Todd Gilchrist, Vice-President (University Services and Finance)					
Description/Purpose	Labour Relations Advisory Committee (LRAC) Meeting					
Date	June 23, 2023					
Location	Edmonton, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other1	Total
Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$24.00	\$24.00
Notes	Other: Parking					

**Detail for Hospitality and Working Session Expenses**

Hospitality / Working Session Expense – Item #1			
For	Todd Gilchrist, Vice-President (University Services and Finance)		
Description/Purpose	Coffee with University of Auckland colleague		
Date	April 25, 2023		
Location	Edinburgh, UK		
Type of Expense	Meals	Other	Total
Amount	\$41.34	\$0.00	\$41.34
Notes	2 attendees		

Hospitality / Working Session Expense – Item #2			
For	Todd Gilchrist, Vice-President (University Services and Finance)		
Description/Purpose	VP USF team recognition meal		
Date	May 5, 2023		
Location	Edmonton, AB		
Type of Expense	Meals	Other	Total
Amount	\$54.43	\$0.00	\$54.43
Notes	4 attendees		