

Travel, Hospitality and Working Session Expense Report

Steve Dew, Provost and Vice-President (Academic)

For the period January 1, 2020 to March 31, 2020

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	February 27 - March 1, 2019	Victoria, BC: WestVac/VPR Conference 2019	\$43.56
2	March 27-29, 2019	Montreal, QC: U15 Academic Affairs Committee Meeting	\$72.60
3	July 16-26, 2019	Vancouver, BC & Boston, MA, USA: U15 Special Academic Affairs Committee Meeting and then on to Harvard Institute for the Educational Management (IEM) Program	\$439.42
4	October 2-3, 2019	Toronto, ON: Uniforum 2019 Canada Overall Service Review (OSR)	\$67.76
5	January 24, 2020	Calgary, AB: Alberta Council of Senior Academic Officers Meeting (ACOSAO) Meeting	\$408.40

Hospitality and Working Session Expenses			
Item #	Date	Description	Amount
		No Hospitality and Working Session Expenses Incurred in the 4th Quarter.	

Detail for Travel Expenses

Travel Expense – Item # 1						
For	Steve Dew, Provost and Vice-President (Academic)					
Description/Purpose	WestVac/VPR Conference 2019					
Date	February 27 - March 1, 2019					
Location	Victoria, BC					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount				\$43.56		\$43.56
Notes	Additional expenses disclosed in Quarter 1 report. Total cost of trip = \$1,429.38					

Travel Expense – Item # 2						
For	Steve Dew, Provost and Vice-President (Academic)					
Description/Purpose	U15 Academic Affairs Committee Meeting					
Date	March 27-29, 2019					
Location	Montreal, QC					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount				\$72.60		\$72.60
Notes	Additional expenses disclosed in Quarter 1 report. Total cost of trip = \$1,313.40					

Travel Expense – Item # 3						
For	Steve Dew, Provost and Vice-President (Academic)					
Description/Purpose	U15 Special Academic Affairs Committee Meeting and then on to Harvard Institute for the Educational Management (IEM) Program					
Date	July 16-26, 2019					
Location	Vancouver, BC & Boston, MA, USA					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount				\$439.42		\$439.42
Notes	Additional expenses disclosed in Quarter 2 report. Total cost of trip = \$20,024.38					

Travel Expense – Item # 4						
For	Steve Dew, Provost and Vice-President (Academic)					
Description/Purpose	Uniforum 2019 Canada Overall Service Review (OSR)					
Date	October 2-3, 2019					
Location	Toronto, ON					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount				\$67.76		\$67.76
Notes	Additional expenses disclosed in Quarter 3 report. Total cost of trip = \$1,330.85					

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

Travel Expense – Item # 5						
For	Steve Dew, Provost and Vice-President (Academic)					
Description/Purpose	Alberta Council of Senior Academic Officers (ACOSOA) Meeting					
Date	January 24, 2020					
Location	Calgary, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount	\$393.64				\$14.76	\$408.40
Notes	Other¹ = Parking Total cost of trip = \$408.40					

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