

Travel, Hospitality and Working Session Expense Report

Andrew Sharman, Vice-President (Facilities & Operations)

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 | November 21-23, 2019 | Kananaskis, AB: MacKay CEO Forum Retreat | \$814.85 |
| 2 | December 12, 2019 | Edmonton, AB: Meeting with Clint Undseth, Vice-President, Innovation, Stuart Olson | \$7.00 |
| 3 | December 16, 2019 | Edmonton, AB: Meeting with Rakesh Saraf, UofA Board Member, and Michael DalBello, Senior Vice-President, AIMCO | \$7.00 |
| 4 | February 3-4, 2020 | Vancouver, BC: Simon Fraser University Community Trust | \$514.13 |
| 5 | February 10, 2020 | Edmonton, AB: Planning and Design Workshop | \$10.00 |

| Hospitality and Working Session Expenses | | | |
|--|-------------------|---|---------|
| Item # | Date | Description | Amount |
| 6 | December 16, 2019 | Hospitality: Lunch with Ray Gilmour, Deputy Minister, Executive Branch, GoA (2 attendees) | \$48.25 |

Detail for Travel Expenses

| Travel Expense – Item # 1 | | | | | | |
|---------------------------|--|-----------------|----------|----------|--------------------|----------|
| For | Andrew Sharman, Vice-President (Facilities & Operations) | | | | | |
| Description/Purpose | MacKay CEO Forum Retreat | | | | | |
| Date | November 21-23, 2019 | | | | | |
| Location | Kananaskis, AB | | | | | |
| Type of Expense | Airfare | Other Transport | Hotel | Meals | Other ¹ | Total |
| Amount | | | \$409.17 | \$405.68 | | \$814.85 |
| Notes | Hotel: 2 nights Costs for accommodations and meals were divided among the attendees. | | | | | |

| Travel Expense – Item # 2 | | | | | | |
|---------------------------|--|-----------------|-------|-------|--------------------|--------|
| For | Andrew Sharman, Vice-President (Facilities & Operations) | | | | | |
| Description/Purpose | Meeting with Clint Undseth, Vice-President, Innovation, Stuart Olson | | | | | |
| Date | December 12, 2019 | | | | | |
| Location | Edmonton, AB | | | | | |
| Type of Expense | Airfare | Other Transport | Hotel | Meals | Other ¹ | Total |
| Amount | | | | | \$7.00 | \$7.00 |
| Notes | Other¹: Parking | | | | | |

| Travel Expense – Item # 3 | | | | | | |
|---------------------------|--|-----------------|-------|-------|--------------------|--------|
| For | Andrew Sharman, Vice-President (Facilities & Operations) | | | | | |
| Description/Purpose | Meeting with Rakesh Saraf, UofA Board Member, and Michael DalBello, Senior Vice-President, AIMCO | | | | | |
| Date | December 16, 2019 | | | | | |
| Location | Edmonton, AB | | | | | |
| Type of Expense | Airfare | Other Transport | Hotel | Meals | Other ¹ | Total |
| Amount | | | | | \$7.00 | \$7.00 |
| Notes | Other¹: Parking | | | | | |

| Travel Expense – Item # 4 | | | | | | |
|---------------------------|--|-----------------|----------|-------|--------------------|----------|
| For | Andrew Sharman, Vice-President (Facilities & Operations) | | | | | |
| Description/Purpose | Simon Fraser University Community Trust | | | | | |
| Date | February 3-4, 2020 | | | | | |
| Location | Vancouver, BC | | | | | |
| Type of Expense | Airfare | Other Transport | Hotel | Meals | Other ¹ | Total |
| Amount | \$192.93 | \$58.40 | \$238.30 | | \$24.50 | \$514.13 |
| Notes | Airfare: Edmonton - Vancouver (return), Maritime Travel booking fee, change fees and difference in airfare Other¹: Edmonton airport parking. | | | | | |

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 | Andrew Sharman, Vice-President (Facilities & Operations) | | | | | |
| Description/Purpose | Planning and Design Workshop | | | | | |
| Date | February 10, 2020 | | | | | |
| Location | Edmonton, AB | | | | | |
| Type of Expense | Airfare | Other Transport | Hotel | Meals | Other ¹ | Total |
| Amount | | | | | \$10.00 | \$10.00 |
| Notes | Other ¹ : Parking at NAIT | | | | | |

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 # 6 | | | |
|---|---|--------------------------|--------------|
| For | Andrew Sharman, Vice-President (Facilities & Operations) | | |
| Description/Purpose | Hospitality: Lunch with Ray Gilmour, Deputy Minister, Executive Branch, Government of Alberta | | |
| Date | December 16, 2019 | | |
| Location | The Common, Edmonton, AB | | |
| Type of Expense | Meals | Other² | Total |
| Amount | \$40.25 | \$8.00 | \$48.25 |
| Notes | 2 attendees Other²: Parking | | |

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.