



**Actual Expenses for Attendance at the Studentcare Stakeholder Meeting, June 17-19, in Montreal, QC**

The following are the expenses incurred by the attendance of Alireza Talaei, Vice-President Student Services, at the Studentcare Stakeholder Meeting of Graduate Student Associations from June 17-19, 2015 in Montreal, QC. Actual receipts are on file with the Financial Manager and will be retained for seven years for audit purposes. Expense estimates had been calculated on the expectation that two representatives would travel but only one attended so the actual expenses reflect those expenses.

The GSA uses the U of A Policies and Procedures On-Line (UAPPOL) Travel Expense Procedure, Appendix A: Schedule of Allowable Travel Expenses as the basis for its travel expenses.

The purpose of the above-noted travel was to engage in a dialogue with both Studentcare and other graduate student leaders from across Canada with respect to health and wellness themes, challenges, and initiatives on our diverse campuses. Studentcare paid for the flights, accommodation, and meals associated with attendance at this meeting. Attendance at this conference was discussed at the most recent GU15 meeting and it was an opportunity for GU15 members to engage in broader discussions of issues outside of the scheduled stakeholder meeting activities. Additionally, this was utilized as an opportunity to advance discussions of GSA initiatives, such as those related to mental health and wellness on campus.

A report on this meeting was previously provided and can be referenced at: Google Drive\120 - Contracts & Agreements\Studentcare\Meeting Reports\Student Care Stakeholder Meeting Report 17-19Jun2015.

Expense Category	Detail	Expense Estimate Approved by GSAB May 13, 2015	Expense Actual
Transportation	\$5.00 each way for two people for ETS Bus to and from Edmonton Airport	\$20.00	\$120.10 (taxi fare to and from Edm airport)
	Shared cab to and from Montreal Airport	\$100.00	\$84.00
	Flight covered by Studentcare	\$0.00	
Accommodation	Accommodation covered by Studentcare	\$0.00	\$0.00
Meals	\$135.00 X 2 people  (Based on standard \$45.00/day per diem for three days (includes travel days) to cover meals not included with Studentcare conference)	\$270.00	\$43.20
Conference Registration	Not applicable		
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$58.50	
<b>Total</b>		<b>\$448.50</b>	<b>\$247.30</b>