



## Travel, Hospitality and Working Session Expense Report

Michael Phair, Chair, Board of Governors

For the period April 1, 2019 to June 30, 2019

### 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               | May 2-4, 2019 | Kingston, ON: Annual Canadian University Boards Association (CUBA) Conference. | \$406.09 |

| Hospitality and Working Session Expenses |      |   |        |
|--|------|---|--------|
| Item #                                   | Date | Description   | Amount |
|  |      | No Hospitality and Working Session Expenses Incurred in this Quarter. |        |

**Detail for Travel Expenses**

| Travel Expense – Item # 1 |  |                 |       |       |                    |          |
|---------------------------|--|-----------------|-------|-------|--------------------|----------|
| For                       | Michael Phair, Chair, Board of Governors   |                 |       |       |                    |          |
| Description/Purpose       | Annual Canadian University Boards Association (CUBA) Conference  |                 |       |       |                    |          |
| Date                      | May 2-4, 2019  |                 |       |       |                    |          |
| Location                  | Kingston, ON   |                 |       |       |                    |          |
| Type of Expense           | Airfare  | Other Transport | Hotel | Meals | Other <sup>1</sup> | Total    |
| Amount                    | \$252.22   | \$153.87        |       |       |                    | \$406.09 |
| Notes                     | <b>Airfare:</b> oneway to Toronto \$252.22 and transaction fee \$31.50<br><b>Other Transport:</b> Train ride on May 2 & 4, 2019<br>Additional expenses will be reported next quarter |                 |       |       |                    |          |

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