



Travel, Hospitality and Working Session Expense Report

Andrew Sharman, Vice-President (Facilities & Operations)

For the period October 1, 2020 to December 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	September 17-20, 2020	Jasper, AB: The Edmonton Construction Association Board Retreat	\$206.44

Hospitality and Working Session Expenses			
Item #	Date	Description	Amount
2	September 9, 2020	Hospitality: Breakfast with Edmonton Councillor, Michael Walters.	\$36.86
3	October 30, 2020	Hospitality: Lunch with Matt Barker, Executive Director, Edmonton	\$55.66

Detail for Travel Expenses

Travel Expense – Item # 1						
For	Andrew Sharman, Vice-President (Facilities & Operations)					
Description/Purpose	Edmonton Construction Association Board Retreat					
Date	September 17-20, 2020					
Location	Jasper, AB					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount		\$154.60			\$51.84	\$206.44
Notes	Other Transport: Rental car. Other ¹: Gas for rental car. Hotel and meal cost was covered by third party. Total cost of trip: \$206.44					

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 # 2			
For	Andrew Sharman, Vice-President (Facilities & Operations)		
Description/Purpose	Hospitality: Breakfast with Edmonton Councillor, Michael Walters.		
Date	September 9, 2020		
Location	Rick & Alice's Grill, Edmonton, AB		
Type of Expense	Meals	Other ²	Total
Amount	\$36.86		\$36.86
Notes	2 attendees.		

Hospitality / Working Session Expense – Item # 3			
For	Andrew Sharman, Vice-President (Facilities & Operations)		
Description/Purpose	Hospitality: Lunch with Matt Barker, Executive Director, Edmonton Police Commission		
Date	October 30, 2020		
Location	Earls, Edmonton, AB		
Type of Expense	Meals	Other ²	Total
Amount	\$55.66		\$55.66
Notes	2 attendees.		

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.