

Travel, Hospitality and Working Session Expense Report

Kelly Spencer, Interim Vice-President (Advancement)

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	September 17-18, 2019	Vancouver, BC: Advancement Meetings	\$24.64
2	November 13-15, 2019	Montreal, QC: Advancement Leadership Forum	\$43.56

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	Kelly Spencer, Interim Vice-President (Advancement)					
Description/Purpose	Advancement meetings					
Date	September 17-18, 2019					
Location	Vancouver, BC					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount		\$24.64				\$24.64
Notes	Other Transport = Taxi to meeting venue Total cost of trip = \$1325.31					

Travel Expense – Item # 2						
For	Kelly Spencer, Interim Vice-President (Advancement)					
Description/Purpose	Advancement Leadership Forum					
Date	November 13-15, 2019					
Location	Montreal, Quebec					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount				\$43.56		\$43.56
Notes	Meals = Dinner on Nov 13 and lunch on Nov 15 in Montreal Total cost of trip = \$1517.75					

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