



Travel, Hospitality and Working Session Expense Report

Todd Gilchrist, Vice-President (University Services and Finance)

For the period January 1, 2022 to March 31, 2022

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	February 8-10, 2022	Toronto, Ontario: UniForum 2022 Conference	\$1,993.35

Hospitality and Working Session Expenses			
Item #	Date	Description	Amount
2	March 14, 2022	Portfolio Executive Advisory Committee (PEAC) Retreat	\$154.31

Detail for Travel Expenses

Travel Expense – Item # 1						
For	Todd Gilchrist, Vice-President (University Services and Finance)					
Description/Purpose	UniForum 2022 Conference					
Date	February 8-10, 2022					
Location	Toronto, Ontario					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other ¹	Total
Amount	\$997.31	\$172.58	\$550.52	\$150.00	\$122.94	\$1,993.35
Notes	Airfare: Edmonton to Toronto, return Other Transport: Ground transportation Hotel: 2 nights Meals: Dinner only (Tues); breakfast and dinner only (Wed), breakfast, lunch, and dinner (Thurs) Other: In flight WiFi, 3 days YEG 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



Detail for Hospitality and Working Session Expenses

Hospitality / Working Session Expense – Item #2			
For	Todd Gilchrist, Vice-President (University Services and Finance)		
Description/Purpose	Portfolio Executive Advisory Committee (PEAC) Retreat		
Date	March 14, 2022		
Location	The Matrix Hotel and Viphalay Restaurant, Edmonton, AB		
Type of Expense	Meals	Other²	Total
Amount	\$104.17	\$50.14	\$154.31
Notes	Meals: Todd's portion of the catered retreat and team dinner social at Viphalay (11 attendees in total). Other: Todd's portion of the room rental for the retreat (11 attendees in total)		

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.