

**Quarterly Travel & Expense Report**  
**For the period April 1 to June 30, 2023 (Q4)**

Misheck Mwaba President and CEO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
<b>Gas</b>	Apr 6, 2023	Fuel	\$77				\$77
	Apr 15, 2023	Fuel	\$72				\$72
	Apr 20, 2023	Fuel	\$85				\$85
	May 11, 2023	Fuel	\$85				\$85
	May 23, 2023	Fuel	\$85				\$85
	May 31, 2023	Fuel	\$85				\$85
	Jun 8, 2023	Fuel	\$68				\$68
	Jun 21, 2023	Fuel	\$82				\$82
<b>Business Meeting</b>	Apr 15, 2023	Meals & Incidentals	\$27				\$27
	Apr 19, 2023	Hosting		\$106			\$106
	May 26, 2023	Parking	\$4				\$4
	Jun 7, 2023	Parking	\$10				\$10
	Jun 8, 2023	Parking	\$3				\$3
	Jun 16, 2023	Hosting			\$447		\$447
	Jun 20, 2023	Parking	\$3				\$3
<b>Business Trip in Ontario</b>	Feb 26-28, 2023	Meals & Incidentals	\$102				\$102
<b>CICan Conference in Halifax</b>	Jun 23-30, 2023	Airfare	\$774				\$774
<b>CICan Conference in Montreal</b>	Apr 21-27, 2023	Meals & Incidentals	\$211				\$211
	Apr 21, 2023	Taxi	\$53				\$53
	Apr 21-27, 2023	Accommodation	\$1,549				\$1,549
	Apr 24, 2023	Taxi	\$19				\$19
	Apr 27, 2023	Taxi	\$54				\$54
<b>Clear Leadership Training</b>	Jan 15-31, 2023	Meals & Incidentals	\$190				\$190
<b>Inclusion Alberta's President's Reception</b>	Apr 14, 2023	Accommodation	\$174				\$174
<b>Inside Higher Ed Membership</b>	Jun 17, 2023	Memberships and Subscriptions				\$162	\$162
<b>TOTAL</b>			<b>\$3,813</b>	<b>\$553</b>	<b>\$0</b>	<b>\$162</b>	<b>\$4,528</b>

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Michael Crowe VP, Academic							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
<b>Business Meeting</b>	Apr 17, 2023	Hosting		\$18			\$18
<b>CICan Conference in Halifax</b>	Jun 24, 2023	Registration Fees				\$1,875	\$1,875
	Jun 24-28, 2023	Airfare				\$770	\$770
<b>CICan Conference in Montreal</b>	Apr 23, 2023	Meals	\$41				\$41
	Apr 23, 2023	Taxi	\$56				\$56
	Apr 23-26, 2023	Incidentals	\$29				\$29
	Apr 26, 2023	Accommodation	\$948				\$948
	Apr 26, 2023	Meals	\$21				\$21
	Apr 26, 2023	Parking	\$118				\$118
	Apr 27, 2023	Hosting			\$135		\$135
<b>Employee Spotlight event</b>	May 12, 2023	Hosting		\$76			\$76
<b>Ireland Education Tour</b>	Apr 29, 2023	Meals	\$41				\$41
	Apr 29-May 6, 2023	Incidentals	\$109				\$109
	Apr 30, 2023	Accommodation	\$354				\$354
	Apr 30, 2023	Meals	\$116				\$116
	Apr 30, 2023	Taxi	\$49				\$49
	May 2, 2023	Accommodation	\$457				\$457
	May 4, 2023	Accommodation	\$206				\$206
	May 5, 2023	Accommodation	\$277				\$277
	May 5, 2023	Meals	\$51				\$51
	May 6, 2023	Meals	\$116				\$116
	May 6, 2023	Parking	\$157				\$157
	May 6, 2023	Taxi	\$46				\$46
<b>TOTAL</b>			<b>\$3,192</b>	<b>\$229</b>	<b>\$0</b>	<b>\$2,645</b>	<b>\$6,066</b>

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Vaughn Ravenscroft							
VP, Corporate Services & CIO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
CAUBO 2023 Annual Conference	May 6-10, 2023	Meals				\$172	\$172
	May 6-10, 2023	Incidentals				\$36	\$36
	May 7, 2023	Taxi				\$51	\$51
	May 7-10, 2023	Accommodation				\$1,061	\$1,061
	May 10, 2023	Taxi				\$54	\$54
CIO Membership	Jun 9, 2023	Memberships and Subscriptions				\$762	\$762
EDUCAUSE Membership	Jun 20, 2023	Memberships and Subscriptions				\$561	\$561
Gartner Analytics Summit	Mar 22, 2023	Taxi				\$43	\$43
<b>TOTAL</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,740</b>	<b>\$2,740</b>
Lynn Connell							
VP, Learner Experience							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
Business Meeting	Apr 4, 2023	Meals			\$133		\$133
	May 8, 2023	Mileage	\$18				\$18
CACUSS Membership	May 4, 2023	Memberships and Subscriptions				\$145	\$145
CICan Conference in Montreal	Apr 22-25, 2023	Accommodation				\$1,240	\$1,240
	Apr 22-25, 2023	Meals				\$231	\$231
	Apr 22-25, 2023	Incidentals				\$29	\$29
	Apr 23, 2023	Taxi				\$71	\$71
	Apr 28, 2023	Taxi				\$63	\$63
S.W.A.A.C. Membership	May 4, 2023	Memberships and Subscriptions				\$100	\$100
<b>TOTAL</b>			<b>\$18</b>	<b>\$0</b>	<b>\$133</b>	<b>\$1,878</b>	<b>\$2,029</b>
Suzie Johnson							
Vice President, People, Equity, Diversity & Inclusion							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
Business Trip in Red Deer	May 1-3, 2023	Meals	\$58				\$58
	May 1-3, 2023	Parking	\$29				\$29
	May 1-3, 2023	Incidentals	\$21				\$21
	May 3, 2023	Accommodation	\$300				\$300
<b>TOTAL</b>			<b>\$408</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$408</b>
<b>GRAND TOTAL</b>			<b>\$7,431</b>	<b>\$782</b>	<b>\$133</b>	<b>\$7,425</b>	<b>\$15,772</b>