

Expense Report
For Lisa Collins, Vice President, Students
For the period April 1, 2019 to March 31, 2020

Expense Description	Amount
Travel Expenses	\$ 4,819.53
Local Business and Travel Expenses	\$ 592.64
	<u>\$ 5,412.17</u>

Travel Expense Summary
For Lisa Collins, Vice President, Students
For the period April 1, 2019 to March 31, 2020

Date of Event	Description	Amount
May 01-10, 2019	Toronto, ON - CICAN Conference	\$ 1,357.73
August 21, 2019	Victoria, BC - UVIC Roundtable Meeting	\$ 487.30
November 2019	Toronto, ON - SSEM Forum	\$ 1,733.28
April 16-22, 2020	Toronto, ON - Strategic Enrolment Mangement Summit	\$ 1,241.22
Total Travel Expenses		\$ 4,819.53

Travel Expense Summary**For Lisa Collins, Vice President, Students****For the period April 1, 2019 to March 31, 2020**

Attended CICAN Conference		Amount
Date of Event/Transaction	May 01-10, 2019	
Destination	Toronto, ON	
Accommodation		\$ 399.45
Airfare		\$ 334.36
Business Meals		\$ 319.25
Transportation		\$ 304.67
Total:		\$ 1,357.73
Notes:		

Attended UVIC Roundtable Meeting		Amount
Date of Event/Transaction	August 21, 2019	
Destination	Victoria, BC	
Airfare		\$ 429.00
Transportation		\$ 58.30
Total:		\$ 487.30
Notes:		

Attended SEMM Forum		Amount
Date of Event/Transaction	November 17-21, 2019	
Destination	Toronto, ON	
Accommodation		\$ 636.10
Airfare		\$ 749.91
Transportation		\$ 347.27
Total:		\$ 1,733.28
Notes:		

Strategic Enrolment Management Summit 2020 - Canceled due to COVID		Amount
Date of Event/Transaction	April 16-22, 2020	
Destination	Toronto, ON	
Airfare		\$ 769.77
Conference		\$ 471.45
Total:		\$ 1,241.22
Notes: Travel Credit for future trip. Conference fee not refunded.		

Total Travel Expenses**\$ 4,819.53**

LOCAL BUSINESS AND TRAVEL EXPENSES

Date of Event/Transaction	Description	Amount
April 2019	Business Meals	\$ 142.80
	Transportation	\$ 76.11
	April 2019 Total	\$ 218.91
May 2019	Transportation	\$ 24.00
	May 2019 Total	\$ 24.00
June 2019	Business Meals	\$ 9.75
	June 2019 Total	\$ 9.75
August 2019	Business Meals	\$ 5.76
	Transportation	\$ 6.75
	August 2019 Total	\$ 12.51
October 2019	Transportation	\$ 38.00
	October 2019 Total	\$ 38.00
November 2019	Business Meals	\$ 7.77
	November 2019 Total	\$ 7.77
December 2019	Transportation	\$ 20.00
	December 2019 Total	\$ 20.00
January 2020	Transportation	\$ 5.00
	Business Meals	\$ 222.91
	January 2020 Total	\$ 227.91
March 2020	Business Meals	\$ 33.79
	March 2020 Total	\$ 33.79

Total Local Business and Travel Expenses

\$ 592.64