

Expense Report
For William Dow, Interim Vice President, Academic
For the period April 1, 2015 to March 31, 2016

Expense Description	Amount
Travel Expenses	\$ 10,277.39
Business and Local Travel Expenses	\$ 1,635.85

\$ 11,913.24

Travel Expense Summary
For William Dow, Interim Vice President, Academic
For the period April 1, 2015 to March 31, 2016

Date of Event	Description	Amount
March 28 - April 4 ,2015	China - Minister Andrew Wilkinson's China Mission	\$ 1,094.01
May 6 - 7, 2015	Regina - Polytechnics Canada Conference	\$ 480.97
June 13 - 15, 2015	Philadelphia - Accreditation Council for Business & Programs (ACBSP) Conference	\$ 2,065.72
June 27 - July 8, 2015	China - Chinese Partner Colleges' Convocations, Southwest University and ZIG	\$ 3,163.32
September 14 - 15, 2015	Washington, DC - EAB Provost Roundtable (Note 1)	\$ 1,043.03
October 1 - 3, 2015	Victoria - Royal Roads Leadership Conference	\$ 669.09
November 12 - 13, 2015	Calgary - VP Academics Western Provinces Meeting	\$ 765.06
February 10 - 1, 2016	Calgary - PanGlobal Meeting (Note 1)	\$ 599.48
April 20 - May 3, 2016	Toronto - SEM Summit 2016 - Transfer & Student Mobility: Creating Pathways for Student Success	\$ 396.71
Total Travel Expenses		\$ 10,277.39

Note 1: Trip cancelled. Airfare credits to be used against future travel

Travel Expense Summary**For William Dow, Interim Vice President, Academic****For the period April 1, 2015 to March 31, 2016**

Minister Andrew Wilkinson's China Mission		Amount
Date of Event/Transaction	March 28 - April 4, 2015	
Destination	China	
Accommodation		\$ 1,094.01
Total:		\$ 1,094.01
Notes: Some expenses incurred in prior fiscal year.		

Polytechnics Canada Conference		Amount
Date of Event/Transaction	May 6 - 7, 2015	
Destination	Regina, SK	
Accommodation		\$ 360.30
Airfare		\$ (10.51)
Business Meals		\$ 37.43
Other Transportation		\$ 93.75
Total:		\$ 480.97
Notes: Some expenses incurred in prior fiscal year.		

Accreditation Council for Business & Programs (ACBSP) Conference		Amount
Date of Event/Transaction	June 13 - 15, 2015	
Destination	Philadelphia, PA	
Accommodation		\$ 539.32
Airfare		\$ 953.46
Conference		\$ 393.75
Other Transportation		\$ 179.19
Total:		\$ 2,065.72
Notes:		

Chinese Partner Colleges' Convocations, Southwest University and ZIG		Amount
Date of Event/Transaction	June 27 - July 8, 2015	
Destination	Beijing, Tianjin, Wenzhou, Chongqing & Shanghai	
Accommodation		\$ 1,814.12
Business Meals		\$ 1,349.20
Total:		\$ 3,163.32
Notes:		

Education Advisory Board Provost Roundtable		Amount
Date of Event/Transaction	September 14 - 15, 2015	
Destination	Washington, DC	
Airfare		\$ 1,043.03
Total:		\$ 1,043.03
Notes: Trip cancelled. Airfare credits to be used for future travel		

Royal Roads Leadership Conference		Amount
Date of Event/Transaction	October 1 - 3, 2015	
Destination	Victoria, BC	
Accommodation		\$ 452.19
Other Transportation		\$ 216.90
Total:		\$ 669.09
Notes:		

VP Academics Western Provinces Meeting		Amount
Date of Event/Transaction	November 12 - 13, 2015	
Destination	Calgary, AB	
Accommodation		\$ 143.93
Airfare		\$ 478.08
Business Meals		\$ 95.05
Other Transportation		\$ 48.00
Total:		\$ 765.06
Notes:		

Pan Global Meeting		Amount
Date of Event/Transaction	February 10 - 1, 2016	
Destination	Calgary, AB	
Airfare		\$ 599.48
Total:		\$ 599.48
Notes: Trip cancelled. Airfare credits to be used for future travel		

SEM Summit 2016 - Transfer & Student Mobility: Creating Pathways for Student Success		Amount
Date of Event/Transaction	April 20 - May 3, 2016	
Destination	Toronto, ON	
Accommodation		\$ 196.04
Other Transportation		\$ 200.67
Total:		\$ 396.71
Notes: Prepared travel.		

Total Travel Expenses

\$ 10,277.39

BUSINESS AND LOCAL TRAVEL EXPENSES

Date of Event/Transaction	Description	Amount
April 2015		
	Business Meals	\$ 70.36
	Conference	\$ 270.90
	April 2015 Total	\$ 341.26
May 2015		
	Business Meals	\$ 52.50
	Conference	\$ 103.95
	Transportation	\$ 10.00
	May 2015 Total	\$ 166.45
June 2015		
	Transportation	\$ 10.50
	June 2015 Total	\$ 10.50
July 2015		
	July 2015 Total	\$ -
August 2015		
	August 2015 Total	\$ -
September 2015		
	September 2015 Total	\$ -
October 2015		
	October 2015 Total	\$ -
November 2015		
	Business Meals	\$ 112.14
	November 2015 Total	\$ 112.14
December 2015		
	December 2015 Total	\$ -

Date of Event/Transaction	Description	Amount
January 2016		
	Business Meals	\$ 10.75
	Conferences	\$ 943.95
	Transportation	\$ 50.80
	January 2016 Total	\$ 1,005.50
February 2016		
	February 2016 Total	\$ -
March 2016		
	March 2016 Total	\$ -

Total Business and Local Travel Expenses

\$ 1,635.85