

Travel & Business Expense Summary
RRU President Allan Cahoon
For the Fiscal Year Ended March 31, 2013

Date	Description	Airfare	Accommodation	Meals	Other Travel	Miscellaneous	Total
Out of Province	Schedule 1	\$ 31,352.99	\$ 6,971.11	\$ 1,296.27	\$ 1,486.59	\$ 909.78	\$ 42,014.99
In Province	Schedule 2	\$ 7,822.70	\$ 1,758.12	\$ 3,934.76	\$ 1,587.63	\$ 398.83	\$ 14,622.97
Total		\$ 39,175.69	\$ 8,729.23	\$ 5,231.03	\$ 3,074.22	\$ 1,308.61	\$ 56,637.96

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Out of Province - Schedule 1								
16-24 Jan 13	Trip to China	RRU business development, business meetings with Asia affiliates, Beijing Concord College of Sino-Canada						
	Air Canada		\$ 4,635.28					\$ 4,635.28
	Butterfly Hotel Hong Kong (1 night)			\$ 133.31				\$ 133.31
	Hilton Beijing (1night)			\$ 289.38				\$ 289.38
	Novotel Shenzhen (2 nights)			\$ 323.79				\$ 323.79
	Per diems				\$ 156.21			\$ 156.21
	Other travel					\$ 148.91		\$ 148.91
	Internet access						\$ 64.78	\$ 64.78
			\$ 4,635.28	\$ 746.48	\$ 156.21	\$ 148.91	\$ 64.78	\$ 5,751.66
14-24 Nov 12	Trip to China	BC Premier's mission, partnership MOU signings						
	Air Canada		\$ 5,242.37					\$ 5,242.37
	Expedia - China Southern		\$ 604.30					\$ 604.30
	Shangri La Hotel Dalian (2 nights)			\$ 439.45				\$ 439.45
	Holiday Inn Zhuhai (1 night)			\$ 312.07				\$ 312.07
	Hotel V Shenzhen (2 nights)			\$ 358.75				\$ 358.75
	Queli Hotel (1 night)			\$ 132.07				\$ 132.07
	Qufu Queli Binshe - Qufu (1 night)			\$ 193.05				\$ 193.05
	Renaissance Beijiing (1 night)			\$ 168.65				\$ 168.65
	Per diems				\$ 355.00			\$ 355.00
	Other travel					\$ 181.72		\$ 181.72
			\$ 5,846.67	\$ 1,604.04	\$ 355.00	\$ 181.72	\$ -	\$ 7,987.43
30 Oct-3 Nov 12	Trip to Ottawa	RRU alumni event, business meetings with RRU Fellows						
	Air Canada (via Vancouver)		\$ 967.08					\$ 967.08
	Fairmont Chateau Laurier (2 nights)			\$ 501.55				\$ 501.55
	Meals				\$ 38.34			\$ 38.34
	Per diems				\$ 50.00			\$ 50.00
	Other travel					\$ 125.11		\$ 125.11
			\$ 967.08	\$ 501.55	\$ 88.34	\$ 125.11	\$ -	\$ 1,682.08

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Out of Province - Schedule 1								
6-10 Nov 12	Trip to Montreal	Canadian Bureau of International Education (CBIE) meeting, business meeting with potential donor						
	Air Canada		\$ 877.98					\$ 877.98
	Fairmont La Reine Elizabeth (2 nights)			\$ 330.82				\$ 330.82
	Meal				\$ 15.66			\$ 15.66
	Business meeting - CBIE reps				\$ 31.46			\$ 31.46
	Per diems				\$ 55.00			\$ 55.00
	Other travel					\$ 100.36		\$ 100.36
	CBIE conference registration						\$ 350.00	\$ 350.00
			\$ 877.98	\$ 330.82	\$ 102.12	\$ 100.36	\$ 350.00	\$ 1,761.28
16-17 Jul 12	Travel to Saskatoon	Pacific Northwest Economic Region (PNWER) group meeting, speaking engagement						
	Air Canada		\$ 668.98					\$ 668.98
	Sheraton Cavalier (2 nights)			\$ 424.11				\$ 424.11
	Other travel					\$ 90.50		\$ 90.50
	PNWER meeting registration						\$ 495.00	\$ 495.00
			\$ 668.98	\$ 424.11	\$ -	\$ 90.50	\$ 495.00	\$ 1,678.59
6-12 Jul 12	Trip to China	RRU business development, student recruitment						
	Air Canada		\$ 5,025.64					\$ 5,025.64
	Expedia - Air China		\$ 303.05					\$ 303.05
	Swissotel Beijing (2 nights)			\$ 312.93				\$ 312.93
	Other travel					\$ 175.13		\$ 175.13
			\$ 5,328.69	\$ 312.93	\$ -	\$ 175.13	\$ -	\$ 5,816.75
26-30 May 12	Trip to China	RRU business development, business meetings with Asia affiliates						
	Air Canada		\$ 4,708.93					\$ 4,708.93
	Expedia Air Canada		\$ 176.82					\$ 176.82
	Hilton Guangzhou (2 nights)			\$ 434.93				\$ 434.93
	Lan Kwai Fong Hotel (1 night)			\$ 202.76				\$ 202.76
	Business meeting - RRU executive				\$ 80.98			\$ 80.98
	Business meetings - RRU MBA affiliates Asia				\$ 161.11			\$ 161.11
	Other travel					\$ 154.11		\$ 154.11

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Out of Province - Schedule 1								
			\$ 4,885.75	\$ 637.69	\$ 242.09	\$ 154.11	\$ -	\$ 5,919.64
25- 30 Apr 12	Trip to Brazil	Business meeting with the Association of Universities and Colleges of Canada (AUCC), AUCC Presidents' Mission to Brazil with the Governor General of Canada, speaking engagement						
	Tier One Travel - Air Canada		\$ 8,142.56					\$ 8,142.56
	Hotel in Brazil (5 nights)			\$ 2,015.00				\$ 2,015.00
	Meals				\$ 173.43			\$ 173.43
	Other travel					\$ 170.69		\$ 170.69
			\$ 8,142.56	\$ 2,015.00	\$ 173.43	\$ 170.69	\$ -	\$ 10,501.68
22 - 24 Apr 12	Trip to Guelph, ON	AUCC bi-annual business meeting						
	Tier One Travel - Air Canada (per Brazil trip)						\$ -	-
	Delta Guelph Hotel (2 nights)			\$ 331.08				\$ 331.08
	Meals				\$ 69.51			\$ 69.51
	Other travel					\$ 293.31		\$ 293.31
			\$ -	\$ 331.08	\$ 69.51	\$ 293.31	\$ -	\$ 693.90
2011/12 Travel Expenses Claimed in 2012/13								
18-24 Feb 12	China Trip	RRU business development, business meetings with Asia affiliates						
	Exchange rate differences for hotels			\$ 67.41				\$ 67.41
	Claimed in 2012/13							
	Exchange rate differences for business meetings				\$ 109.57			\$ 109.57
29 Feb - 3 Mar 12	AUCC Conference - Montreal	Meeting facilitation, RRU presentation						
	Other travel					\$ 45.00		\$ 45.00
12 Jan 12	Toronto - parking					\$ 1.75		
			\$ -	\$ 67.41	\$ 109.57	\$ 46.75	\$ -	\$ 221.98
Grand total			\$ 31,352.99	\$ 6,971.11	\$ 1,296.27	\$ 1,486.59	\$ 909.78	\$ 42,014.99

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Date	Description	Purpose of Travel	Airfare	Accommodation	Meals	Other Travel	Miscellaneous	Total
In Province - Schedule 2								
25 Mar 13	Business meeting in Victoria with Study Group Executive				\$ 408.94			\$ 408.94
22-23 Mar 13	Business meetings in Vancouver	RRU advancement/fundraising		\$ 163.11				\$ 163.11
	Sheraton Vancouver (1 night)				\$ 359.65			\$ 359.65
	Business meeting with RRU Fellows					\$ 251.40		\$ 251.40
	Other travel							
19 Mar 13	Business meeting in Victoria with Langford Mayor				\$ 249.45			\$ 249.45
18 Mar 13	Business meeting in Victoria with RRU Board Chair				\$ 12.00			\$ 12.00
8 Mar 13	Business meeting in Victoria (Uvic)					\$ 9.45		\$ 9.45
6-8 Mar 13	Travel to Vancouver	Special AUCC meeting						
	Air Canada		\$ 191.80					\$ 191.80
	Sheraton Wall Vancouver (2 nights)			\$ 425.92				\$ 425.92
	Meal				\$ 61.97			\$ 61.97
	Other travel					\$ 103.80		\$ 103.80
			\$ 191.80	\$ 589.03	\$ 1,092.01	\$ 364.65	\$ -	\$ 2,237.49
26 Feb 13	Business meeting in Vancouver	BC CEO Forum	\$ 301.26					\$ 301.26
	Harbour Air					\$ 18.90		\$ 18.90
	Other travel							
20 Feb 13	Business meeting in Victoria	Victoria Chamber of Commerce/Minister of Finance				\$ 17.20	\$ 56.00	\$ 73.20
14 Feb 13	Business meeting in Victoria	RRU advancement				\$ 11.70		\$ 11.70
13 Feb 13	Business meeting in Victoria	RRU honorary degree recipient				\$ 15.20		\$ 15.20
12 Feb 13	Business meeting in Victoria with Mayor of Colwood				\$ 38.82			\$ 38.82

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In Province - Schedule 2								
7 Feb 13	Business meeting in Vancouver	Post-secondary education leaders						
	Harbour Air		\$ 301.26					\$ 301.26
	Other Travel					\$ 5.85		\$ 5.85
			\$ 602.52	\$ -	\$ 38.82	\$ 68.85	\$ 56.00	\$ 766.19
30 Jan 13	Business meetings in Vancouver	Chinese Consul - Spring Festival Reception						
	Air Canada (change fee only, use of credit from previously cancelled trip)		\$ 76.31					
	Other travel					\$ 135.45		\$ 135.45
29 Jan 13	Business meetings in Victoria	Media interviews						
	Business meeting with RRU faculty				\$ 45.13			\$ 45.13
	Other travel					\$ 26.30		\$ 26.30
15 Jan 13	Business meeting in Vancouver	Thesis committee meeting						
	Harbour Air		\$ 301.26					
	Meal				\$ 8.90			\$ 8.90
	Other travel					\$ 13.50		\$ 13.50
11 Jan 13	Business meeting in Vancouver	Research Universities' Council of BC (RUCBC)						
	Air Canada		\$ 191.80					\$ 191.80
	Other travel					\$ 57.57		\$ 57.57
9 Jan 13	Business meeting in Vancouver	BC CEO Forum						
	Air Canada		\$ 203.00					\$ 203.00
	Other travel					\$ 100.08		\$ 100.08
			\$ 772.37	\$ -	\$ 54.03	\$ 332.90	\$ -	\$ 781.73
20 Dec 12	Business meeting in Victoria	Meeting with UVic						
	Other Travel					\$ 19.05		\$ 19.05
18 Dec 12	Business meeting in Victoria	Staff Christmas						
					\$ 119.97			\$ 119.97

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In Province - Schedule 2								
6-7 Dec 12	Business meeting on Salt Spring Island	RRU Performance to Plan Team Retreat		\$ 333.44			\$	\$ 333.44
	Harbour House (1 night plus food costs)					\$ 87.00	\$	\$ 87.00
	Other travel						\$	\$
3 Dec 13	Business meeting in Vancouver	RUCBC	\$ 460.60				\$	\$ 460.60
	Air Canada					\$ 62.75	\$	\$ 62.75
	Other travel						\$	\$
			\$ 460.60	\$ 333.44	\$ 119.97	\$ 168.80	\$ -	\$ 1,082.81
5 Nov 12	Business meeting in Victoria	RRU Executive meeting			\$ 36.84		\$	\$ 36.84
			\$ -	\$ -	\$ 36.84	\$ -	\$ -	\$ 36.84
31 Oct 12	Business meeting in Vancouver	RRU Alumni Event					\$	-
	Air Canada - en route to Ottawa						\$	275.56
	Fairmont Hotel Vancouver (1 night)			\$ 275.56			\$	48.48
	Registration for alumni event						\$	48.48
	Other travel						\$	
27 Oct 12	Miscellaneous expense in Victoria (dry cleaning due to work accident)						\$ 22.99	\$ 22.99
26 Oct 12	Business meeting in Vancouver		\$ 296.78				\$	296.78
	Harbour Air				\$ 35.84		\$	35.84
	Meeting with guest						\$	
19 Oct 12	Business meeting in Vancouver	RUCBC	\$ 460.60				\$	460.60
	Air Canada					\$ 58.75	\$	58.75
	Other travel						\$	
16 Oct 12	Business meeting in Victoria	RRU international recruitment agent for India			\$ 132.66		\$	132.66

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In Province - Schedule 2								
10 Oct 12	Business meeting in Vancouver	RUCBC						
	Air Canada		\$ 460.60					\$ 460.60
	Other travel					\$ 15.75		\$ 15.75
3-4 Oct 12	Business meeting in Victoria	Maritime Security Conference Opening and closing remarks, co-hosted by RRU						
	Meals				\$ 61.60			\$ 61.60
	Other travel					\$ 7.50		\$ 7.50
			\$ 1,217.98	\$ 275.56	\$ 230.10	\$ 82.00	\$ 71.47	\$ 1,877.11
27 Sep 12	Business meeting in Victoria				\$ 36.96			\$ 36.96
21 Sep 12	Business meeting in Vancouver	China national day celebration						
	Airfare		\$ 281.40					\$ 281.40
	Other travel					\$ 76.25		\$ 76.25
20 Sep 12	Business meeting in Victoria	RRU advancement/fundraising						
	Business meeting				\$ 30.24			\$ 30.24
	Other travel					\$ 13.50		\$ 13.50
19 Sep 12	Business meeting in Vancouver	BC CEO Forum						
	Harbour Air		\$ 368.64					\$ 368.64
18 Sep 12	Meeting in Vancouver	China celebration						
	Airfare		\$ 281.40					\$ 281.40
	Other travel					\$ 26.25		\$ 26.25
14 Sep 12	Meeting in Vancouver	RUCBC						
	Air Canada		\$ 475.14					\$ 475.14
	Harbour Air - Trip subsequently cancelled (charges reversed)		\$ 279.98					\$ 279.98
	Other travel					\$ 15.75		\$ 15.75

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In Province - Schedule 2								
14 Sep 12	Business meeting in Victoria - other travel					\$ 15.75	\$	15.75
13 Sep 12	Business meeting in Victoria	RRU Dean Faculty of Management			\$ 40.92		\$	40.92
6 Sep 12	Business meeting in Victoria	RRU advancement/fundraising			\$ 33.75		\$	33.75
	Business meeting in Victoria	City of Colwood				\$ 3.75	\$	3.75
	Other Travel						\$	
5 Sep 12	Business meeting in Victoria	President Vancouver Island University			\$ 102.00		\$	102.00
			\$ 1,686.56	\$ -	\$ 243.87	\$ 151.25	\$ -	\$ 2,081.68
31 Aug 12	Business meeting in Victoria	RRU Board Chair			\$ 20.76		\$	20.76
20 Aug 12	Meetings in Victoria							
	Business meeting with local stakeholder				\$ 32.50		\$	32.50
	Business meeting - Chair of Canadian International School of Beijing				\$ 284.65		\$	284.65
13 Aug 12	RRU strategic planning meeting	RRU Executive Retreat			\$ 696.42		\$	696.42
			\$ -	\$ -	\$ 1,034.33	\$ -	\$ -	\$ 1,034.33
27 Jul 12	BC CEO Forum - Participation Fee						\$ 222.88	\$ 222.88
24 Jul 12	Business meeting in Victoria - parking					\$ 13.50	\$	13.50
23 Jul 12	Business meeting in Vancouver	BC CEO forum						
	Harbour Air		\$ 360.24				\$	360.24
	Other travel					\$ 103.00	\$	103.00
			\$ 360.24	\$ -	\$ -	\$ 116.50	\$ 222.88	\$ 699.62
22 Jun 12	Business meeting in Victoria				\$ 23.52		\$	23.52

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In Province - Schedule 2								
21 Jun 12	Business meeting in Vancouver	RUCBC						
	Harbour Air		\$ 364.72					\$ 364.72
	Business meeting				\$ 71.68			\$ 71.68
	Other travel					\$ 13.50		\$ 13.50
19 Jun 12	Business meeting in Victoria	Camosun College				\$ 6.75		\$ 6.75
15 Jun 12	Business meeting in Victoria				\$ 47.21			\$ 47.21
13 Jun 12	Business meeting in Victoria	VP External, University of Regina			\$ 20.54			\$ 20.54
6-8 Jun 12	Business meetings in Vancouver	RRU advancement/fundraising, BC CEO Forum						
	Harbour Air		\$ 360.24					\$ 360.24
	Sutton Place Hotel (2 nights)			\$ 410.79				\$ 410.79
	Business meeting with RRU Fellows (4 people)				\$ 121.16			\$ 121.16
	Business meeting with RRU Fellows				\$ 84.64			\$ 84.64
	Other travel					\$ 71.96		\$ 71.96
	Vancouver Club - meeting fee						\$ 48.48	\$ 48.48
6 Jun 12	Business meeting in Victoria	Mayor of Colwood			\$ 33.75			\$ 33.75
	Other travel					\$ 29.89		\$ 29.89
5 Jun 12	Business meeting in Victoria	RRU Board member			\$ 23.52			\$ 23.52
4 Jun 12	Business meeting in Vancouver	RUCBC						
	Harbour Air		\$ 308.36					\$ 308.36
	Other travel					\$ 30.45		\$ 30.45
			\$ 1,033.32	\$ 410.79	\$ 426.02	\$ 152.55	\$ 48.48	\$ 2,071.16
16 May 12	Business meeting in Vancouver (RUCBC)	RUCBC						
	Harbour Air		\$ 356.22					\$ 356.22
	Other travel					\$ 22.95		\$ 22.95

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In Province - Schedule 2								
14 May 12	Business meeting in Victoria	RRU Fellows			\$ 94.49			\$ 94.49
11 May 12	Business meeting in Victoria - parking					\$ 3.75		\$ 3.75
			\$ 356.22	\$ -	\$ 94.49	\$ 26.70	\$ -	\$ 477.41
18 Apr 12	Business meeting in Prince George	University of Northern BC with RUCBC (one day)	\$ 561.40					\$ 561.40
17-18 Apr 12	Business meetings in Vancouver	RUCBC, RRU advancement/fundraising						
	Air Canada		\$ 227.49					\$ 227.49
	Fairmont Hotel Vancouver (1 night)			\$ 149.30				\$ 149.30
	Business meeting with stakeholder (lost receipt)				\$ 110.76			\$ 110.76
	Business meeting with RRU HD recipients				\$ 217.04			\$ 217.04
	Other travel					\$ 91.93		\$ 91.93
13 Apr 12	Business meeting in Victoria	UVic and Camosun College			\$ 236.48			\$ 236.48
13 Apr 12	Business meeting in Vancouver	BC CEO Forum						
	Harbour Air		\$ 352.20					\$ 352.20
	Other travel					\$ 31.50		\$ 31.50
			\$ 1,141.09	\$ 149.30	\$ 564.28	\$ 123.43	\$ -	\$ 1,476.60
Grand Total			\$ 7,822.70	\$ 1,758.12	\$ 3,934.76	\$ 1,587.63	\$ 398.83	\$ 14,622.97