



**TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT**

**Name: Ann Everatt**

**Position: President & Chief Executive Officer**

**Period Covered: March April 2016**

**Travel**

\* "Other Transportation" includes fuel, taxis, private vehicles, rental vehicles and so forth while on travel status.

\*\* "Other" includes incidentals such as long distance telephone calls and per diem while on travel status.

<b>Travel Date(s)</b>	<b>Destination and Rationale</b>	<b>Airfare</b>	<b>Other Transportation*</b>	<b>Accommodations</b>	<b>Meals</b>	<b>Other</b>	<b>Total</b>
3/1/2016	Edmonton - Meeting		\$258.53	\$19.30		\$7.05	\$284.88
3/9/2016	Grouard - Meeting		\$124.03				\$124.03
3/14/2016	Grouard - Meeting		\$124.63				\$124.63
3/16/2016	Valleyview - Meeting		\$107.12	\$151.51	\$20.70		\$279.33
3/17/2016	Edmonton - Meeting		\$177.68	\$19.30		\$7.05	\$204.03
3/19/2016	Redwater - Meeting		\$195.19	\$19.30		\$7.05	\$221.54
3/22/2016	Grouard - Meeting		\$124.63				\$124.63
3/23/2016	High Prairie - Meeting		\$124.63				\$124.63
3/29/2016	Grouard - Meeting		\$124.63				\$124.63

3/30/2016 Peace River - Meeting	\$255.44		\$9.23	\$7.05	\$271.72
3/31/2016 Grouard - Meeting	\$124.63				\$124.63
4/5/2016 Loon River - Meeting	\$243.08		\$16.18	\$7.05	\$266.31
4/7/2016 Grouard - Meeting	\$124.63				\$124.63
4/15/2016 Edmonton - Meeting	\$258.53	\$19.30		\$7.05	\$284.88
4/18/2016 Peace River - Meeting	\$255.44	\$118.81	\$18.89	\$7.05	\$400.19
4/21/2016 Grouard - Meeting	\$124.63				\$124.63
4/25/2016 Peace River - Meeting	\$255.44	\$259.42			\$514.86

### Hospitality and working Sessions

- Hospitality expenses are incurred when, in the course of doing business or as a courtesy, Northern Lakes College Staff pay for food and beverage or other related expenses for someone not employed by the College.
- A working session is a non-travel meal expense at a commercial eating establishment while in the course of conducting office business.

Date	Description and Rationale	Amount
4/11/2016	Working Session	\$106.39