

TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Robert LeSage,

Position: Vice-President, Corporate Services & Chief Finance Officer

Period Covered: March April 2016

Travel

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

^{** &}quot;Other" includes incidentals such as long distance telephone calls and per diem while on travel status.

Travel Date(s)	Destination and Rationale	Airfare	Other Transportation*	Accommodations	Meals	Other	Total
	3/2/2016 Slave Lake - Meeting		\$31.46	5	\$102.00	\$7.05	\$140.51
	3/10/2016 Slave Lake - Meeting		\$31.46	5	\$66.00		\$97.46
	3/17/2016 Valleyview - Meeting		\$32.50)			\$32.50
	3/24/2016 Slave Lake - Meeting		\$31.46	i	\$15.00		\$46.46
	4/4/2016 Slave Lake - Meeting		\$31.46	i	\$15.00		\$46.46
	4/9/2016 Orlando - Meetings	\$844.77	7	\$1,359.51	\$159.00	\$198.34	\$2,561.62
	4/18/2016 Peace River - Meeting		\$42.38	3	\$51.00		\$93.38
	4/19/2016 Slave Lake - Meeting		\$31.46	5	\$41.00		\$72.46
	4/26/2015 Edmonton - Meeting	\$217.76	\$95.81	L	\$102.00		\$415.57

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	Meals	Gratuity	Amount
	4/3/2016 Working Lunch	\$35.05	\$6.18	3 \$41.23