



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

**Name:** Robert LeSage,  
**Position:** Vice-President, Corporate Services & Chief Finance Officer  
**Period Covered:** May June 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.

Travel Date(s)	Destination and Rationale	Airfare	Other Transportation*	Accommodations	Meals	Other	Total
5/5/2016	Meeting - Slave Lake		\$31.46		\$66.00		\$97.46
5/9/2016	Meeting - Slave Lake		\$31.46		\$15.00		\$46.46
5/15/2016	Meeting - Edmonton		\$89.83	\$132.84	\$41.00		\$263.67
5/24/2016	Meeting - Slave Lake		\$31.46		\$15.00		\$46.46
5/30/2016	Meeting - Slave Lake		\$31.46		\$62.00		\$93.46
6/10/2016	Meeting - Slave Lake		\$31.46		\$10.00		\$41.46
6/15/2016	Meeting - Slave Lake		\$31.46		\$10.00		\$41.46
6/30/2016	Meeting - Slave Lake		\$31.46		\$15.00		\$46.46

**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
5/16/2016	Hospitality Expense	\$58.40	\$8.77	\$67.17