

TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Madeline McVey

Position: Vice-President, Academic 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
	5/1/2016 Meeting - Edmonton		\$94.90	\$248.52	\$118.00	\$136.10	\$597.52
	5/9/2016 Meeting - Slave Lake		\$31.46		\$15.00		\$46.46
	5/10/2016 Meeting - Slave Lake		\$31.46				\$31.46
	5/11/2016 Meeting - Slave Lake		\$31.46				\$31.46
	5/15/2016 Meeting - Calgary	\$315.26	\$52.26	\$535.98	\$119.00	\$231.41	\$1,253.91
	5/25/2016 Meeting - Slave Lake		\$31.46		\$15.00		\$46.46
	6/1/2016 Meeting - Slave Lake		\$31.46		\$15.00		\$46.46
	6/2/2016 Meeting - Slave Lake		\$31.46	\$19.30	\$102.00	\$7.05	\$159.81
	6/10/2016 Meeting - Slave Lake		\$31.46				\$31.46
	6/15/2016 Meeting - Slave Lake		\$31.46	\$19.30	\$51.00	\$7.05	\$108.81

6/20/2016 Meeting - Slave Lake	\$31.46		\$15.00	\$46.46
 6/24/2016 Meeting - Slave Lake	\$31.46		\$15.00	\$46.46
6/29/2016 Meeting - Edmonton	\$94.90	\$120.99	\$92.00	\$307.89
				\$0.00

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	Amount