



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Ann Everatt

Position: President & Chief Executive Officer

Period Covered: July August 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
7/4/2016	Meeting-Parksville, BC		\$150.56			\$125.00	\$275.56
8/4/2016	Meeting - Grouard		\$124.63				\$124.63
8/9/2016	Meeting - Peace River		\$255.44			\$7.05	\$262.49
8/10/2016	Meeting - Grouard		\$124.63				\$124.63
8/13/2016	Meeting - Sucker Creek		\$124.63		\$15.00	\$7.05	\$146.68
8/15/2016	Meeting - Grouard		\$124.63				\$124.63
8/16/2016	Meeting - Wabasca		\$147.29		\$15.00	\$7.05	\$169.34
8/24/2016	Meeting - Peace River		\$255.44	\$331.80	\$59.56	\$14.10	\$660.90
8/29/2016	Meeting - Grouard		\$124.63				\$124.63

\$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	Amount
------	---------------------------	--------
