



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Ann Everatt

Position: President & Chief Executive Officer

Period Covered: November December 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
11/3/2016	Edmonton - Meeting		\$271.08	\$183.26	\$41.88	\$21.05	\$517.27
11/8/2016	High Prairie - Meeting		\$130.68				\$130.68
11/9/2016	Grouard - Meeting		\$127.05				\$127.05
11/14/2016	Edmonton - Meeting		\$131.78	\$298.00	\$39.70		\$469.48
11/17/2016	Calgary - Meeting		\$446.78	\$186.37	\$148.44	\$14.10	\$795.69
11/21/2016	High Prairie - Meeting		\$127.05				\$127.05
11/24/2016	Edmonton - Meeting		\$263.55	\$19.30	\$26.00	\$32.05	\$340.90
11/30/2016	High Prairie - Meeting		\$127.05				\$127.05
12/7/2016	Peace River - Meeting		\$270.90		\$45.00	\$21.15	\$337.05

12/14/2016 Grouard - Meeting

\$41.00

\$7.05

\$48.05

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
11/21/2016 Working Session		\$92.17
