

TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Ann Everatt

Position: President & Chief Executive Officer Period Covered: September October 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
8/30/2016	8/30/2016 Meeting - Grouard		\$124.63				\$124.63
9/5/2016	9/5/2016 Meeting - Grouard		\$124.63				\$124.63
9/10/2016	5 Meeting - Athabasca		\$133.90		\$26.00	\$7.05	\$166.95
9/15/2016	6 Meeting - Athabasca		\$133.90				\$133.90
9/16/2016	5 Meeting - Athabasca		\$133.90				\$133.90
9/19/2016	9/19/2016 Meeting - Edmonton		\$258.53	\$19.30	\$15.00	\$7.05	\$299.88
9/20/2016	9/20/2016 Meeting - Grouard		\$124.63				\$124.63
9/21/2016	6 Meeting - Grouard, High Prairie		\$143.17				\$143.17
9/29/2016	6 Meeting - Edmonton		\$258.53	\$312.12	\$26.00	\$38.55	\$635.20

10/12/2016 Med	10/12/2016 Meeting - Grouard		\$124.63			\$124.63	
10/13/2016 Mee	ting - Grande Prairie	\$327.5	\$216.41	\$10.00	\$14.10	\$568.05	
10/17/2016 Mee	ting - Grouard	\$124.6	53				
10/22/2016 Mee	ting - High Prairie	\$133.9	00				
10/28/2016 Mee	ting - Edmonton	\$279.1	.3 \$19.30		\$14.10		

Hospitality and working Sessions

[•] 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
10/5/2016 Hospitality - Meeting		\$62.55

[•]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.