

TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Dana Hynes

Position: Senior Director, Human Resources 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
	9/22/2016 Red Deer - Meeting		\$159.65	\$121.08	\$51.00	\$7.05	\$338.78
	9/23/2016 Edmonton - Meeting			\$157.01	\$61.00	\$26.00	\$244.01
	9/29/2016 Edmonton - Meeting		\$258.53	}	\$41.00		\$299.53
	10/5/2016 Edmonton - Meeting		\$198.20)	\$41.00		\$239.20
	10/26/2016 Edmonton - Meeting		\$258.53	\$536.66	\$62.00	\$63.00	\$920.19

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
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