



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Madeline McVey
Position: Vice-President, Academic
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
7/7/2016	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
7/12/2016	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
7/22/2016	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
8/8/2016	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
8/12/2016	Slave Lake - Meeting		\$31.46				\$31.46
8/16/2016	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
8/18/2016	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
8/22/2016	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
							\$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