

TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Madeline McVey Position: Vice-President, Academic 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
1	1/1/2016 Meeting - Slave Lake		\$127.05	\$19.30	\$15.00	\$7.05	\$168.40
1	1/3/2016 Meeting - Slave Lake		\$127.05	\$19.30	\$41.00	\$7.05	\$194.40
1	1/8/2016 Meeting - Slave Lake		\$127.05		\$15.00		\$142.05
1	1/9/2016 Meeting - Slave Lake		\$127.05				\$127.05
11	/13/2016 Meeting - Edmonton		\$383.25	\$298.00	\$35.00	\$7.05	\$723.30
11	/16/2016 Meeting - Slave Lake			\$19.30	\$51.00	\$7.05	\$77.35
11	/20/2016 Meeting - Edmonton		\$383.25	\$192.65	\$41.00	\$7.05	\$623.95
11	/21/2016 Meeting - Slave Lake			\$19.30	\$26.00	\$7.05	\$52.35
11	/23/2016 Meeting - Slave Lake			\$19.30	\$61.00		\$80.30
11	/29/2016 Meeting - Slave Lake		\$127.05	\$57.90	\$168.00	\$21.15	\$374.10

12/5/2016 Meeting - Slave Lake		\$127.05		\$127.05		
12/7/2016 Meeting - Calgary	\$502.16	\$211.05	\$422.82 \$114.00	\$66.60 \$1,316.63		
12/16/2016 Meeting - Slave Lake		\$127.05	\$15.00	\$142.05		

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	Meals	Amount
	11/1/2016 Hospitality	\$217.36	\$217.36
	11/13/2016 Working Session	\$143.34	\$143.34