



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Madeline McVey
Position: Vice-President, Academic
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
9/2/2016	Slave Lake - Meeting		\$124.63		\$15.00		\$139.63
9/6/2016	Slave Lake - Meeting		\$124.63		\$15.00		\$139.63
9/8/2016	Slave Lake - Meeting		\$124.63		\$15.00		\$139.63
9/9/2016	Slave Lake - Meeting		\$124.63				\$124.63
9/13/2016	Slave Lake - Meeting		\$124.63		\$15.00		\$139.63
9/15/2016	Athabasca - Meeting		\$255.44	\$109.00	\$62.00	\$7.05	\$433.49
9/19/2016	Slave Lake - Meeting		\$124.63		\$15.00		\$139.63
9/21/2016	Edmonton - Meeting		\$375.95	\$222.00	\$129.00	\$14.10	\$741.05
9/27/2016	Slave Lake - Meeting		\$124.63		\$15.00		\$139.63
9/28/2016	Slave Lake - Meeting		\$124.63				\$124.63

10/3/2016 Slave Lake - Meeting	\$124.63		\$15.00		\$139.63
10/8/2016 Slave Lake - Meeting	\$124.63		\$15.00		\$139.63
10/11/2016 Slave Lake - Meeting	\$124.63		\$15.00		\$139.63
10/14/2016 Slave Lake - Meeting	\$124.63		\$15.00		\$139.63
10/16/2016 edmonton - Meeting	\$375.95	\$318.85	\$124.00	\$7.05	\$825.85
10/19/2016 Slave Lake - Meeting	\$124.63				\$124.63
10/20/2016 Slave Lake - Meeting	\$124.63	\$19.30	\$36.00	\$7.05	\$186.98
10/25/2016 Slave Lake - Meeting	\$124.63		\$15.00		\$139.63
10/26/2016 Slave Lake - Meeting	\$124.63		\$15.00		\$139.63
					\$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