



**TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT**

**Name:** Robert LeSage,  
**Position:** Vice-President, Corporate Services & Chief Finance 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
11/2/2016	Meeting - Slave Lake		\$124.63		\$15.00		\$139.63
11/14/2016	Meeting - Edmonton		\$375.96	\$298.00	\$82.95	\$7.05	\$763.96
11/17/2016	Meeting - Slave Lake		\$124.63		\$15.00		\$139.63
11/23/2016	Meeting - Slave Lake		\$124.63		\$15.00		\$139.63
11/29/2016	Meeting - Slave Lake		\$124.63		\$15.00		\$139.63
12/5/2016	Meeting - Slave Lake		\$124.63	\$130.79	\$82.00	\$7.05	\$344.47
12/9/2016	Meeting - Slave Lake		\$124.63				\$124.63
12/12/2016	Meeting - Slave Lake		\$124.63	\$130.79	\$56.00	\$7.05	\$318.47

**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	Amount
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