



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
9/6/2016	Meeting - Slave Lake		\$124.64		\$117.00		\$241.64
9/13/2016	Meeting - Athabasca		\$258.54		\$133.00		\$391.54
9/21/2016	Meeting - High Prairie		\$37.08		\$26.00		\$63.08
9/22/2016	Meeting - Slave Lake		\$124.64		\$51.00		\$175.64
9/27/2016	Meeting - Red Deer		\$564.96	\$389.13	\$128.00	\$14.10	\$1,096.19
10/5/2016	Meeting - Slave Lake		\$124.64		\$61.00	\$7.05	\$192.69
10/11/2016	Meeting - Slave Lake		\$124.64		\$15.00		\$139.64
10/17/2016	Meeting - Slave Lake		\$124.64		\$148.00	\$21.15	\$293.79
10/25/2016	Meeting - Slave Lake		\$124.64		\$112.00	\$14.10	\$250.74

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
9/1/2016	Working Session	\$59.11
9/22/2016	Working Session	\$57.76