Northern Lakes College

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

**Name: Dana Hynes**
**Position: Senior Director, Human Resources**
**Period Covered: January February 2017**

## 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 |
|---|---|---|---|---|---|---|---|
| 1/26/2017 | Edmonton - Meeting | | $269.85 | | $66.00 | $12.00 | $347.85 |
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## 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 |
|---|---|---|---|
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