

TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Ann Everatt

Position: President & Chief Executive Officer 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
1/9/2017 High Prairie - Meeting			\$145.96			\$7.05	\$153.0
1/10/2017 Athabasca - Meeting			\$136.50	\$162.41	\$36.00	\$7.05	\$341.
1/18/2017 Peace River - Meeting			\$260.40	\$149.32	\$80.65	\$7.05	\$497.4
1/29/2017 Edmonton - Meeting			\$300.31	\$833.15	\$233.24	\$123.25	\$1,489.
2/8/2017	High Prairie - Meeting		\$145.95		\$17.75		\$163.
2/10/2017 Grouard - Meeting			\$127.05				\$127.
2/12/2017	Grouard - Meeting		\$127.05				\$127.
2/17/2017	Edmonton - Meeting		\$263.55	\$243.20	\$63.39	\$7.05	\$577.

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
2/15/2017 Working Session		\$89.18