



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Ann Everatt

Position: President & Chief Executive Officer

Period Covered: March April 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
3/2/2017	Edmonton - Meeting		\$263.55	\$289.64	\$45.44	\$7.05	\$605.68
3/9/2017	Edmonton - Meeting			\$239.92	\$51.11	\$7.05	\$298.08
3/13/2017	Grouard - Meeting		\$127.05				\$127.05
3/15/2017	High Prairie - Meeting		\$145.95				\$145.95
3/15/2017	Edmonton - Meeting		\$263.55	\$446.82	\$36.00	\$48.95	\$795.32
3/18/2017	High Prairie - Meeting		\$127.05				\$127.05
3/23/2017	Wabasca - Meeting		\$150.15				\$150.15
3/27/2017	High Prairie - Meeting		\$127.05				\$127.05
3/28/2017	High Prairie - Meeting		\$127.05		\$42.80		\$169.85

4/6/2017 Grouard - Meeting	\$127.05				\$127.05
4/7/2016 Fox Creek - Meeting	\$271.95		\$27.74		\$299.69
4/10/2017 Edmonton - Meeting	\$263.55	\$137.34	\$51.00	\$7.05	\$458.94
4/13/2017 Edmonton - Meeting	\$263.55		\$30.71	\$23.00	\$317.26
4/19/2017 Grouard - Meeting	\$127.05	\$19.30			\$146.35

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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