



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Madeline McVey
Position: Vice-President, Academic
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
1/6/2017	Slave Lake - Meeting		\$127.05		\$15.00		\$142.05
1/8/2017	Athabasca - Meeting		\$260.40				\$260.40
1/10/2017	slave Lake - Meeting		\$127.05				\$127.05
1/11/2017	slave Lake - Meeting		\$127.05				\$127.05
1/23/2017	slave Lake - Meeting		\$127.05		\$15.00		\$142.05
1/24/2017	slave Lake - Meeting		\$127.05		\$15.00		\$142.05
1/26/2017	slave Lake - Meeting		\$127.05		\$15.00		\$142.05
1/30/2017	edmonton - Meeting		\$383.25	\$356.57	\$41.00	\$7.05	\$787.87
2/9/2017	slave Lake - Meeting		\$127.05		\$15.00		\$142.05
2/15/2017	slave Lake - Meeting			\$19.30	\$92.00	\$7.05	\$118.35

2/17/2017 slave Lake - Meeting			\$15.00		\$15.00
2/23/2017 edmonton - Meeting		\$126.44	\$118.00	\$14.10	\$258.54
2/28/2017 edmonton - Meeting	\$263.55	\$124.26	\$36.00	\$58.00	\$481.81

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