

TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Madeline McVey Position: Vice-President, Academic 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
3/1	1/2017 Slave Lake - Meeting		\$127.05	\$114.49	\$15.00		\$256.54
3/8	8/2017 Slave Lake - Meeting		\$127.05		\$15.00		\$142.05
3/9	9/2017 Slave Lake - Meeting		\$127.05		\$15.00		\$142.05
3/12	2/2017 Slave Lake - Meeting		\$127.05	\$19.30	\$26.00	\$7.05	\$179.40
3/17	7/2017 Slave Lake - Meeting		\$127.05		\$15.00		\$142.05
3/22	2/2017 Edmonton - Meeting		\$383.25	\$386.21	\$113.00	\$14.10	\$896.56
3/26	5/2017 edmonton - Meeting		\$383.25	\$845.68	\$231.00	\$35.25	\$1,495.18
4/5	5/2017 Slave Lake - Meeting		\$127.05		\$15.00		\$142.05
4/10	0/2017 Edmonton - Meeting		\$383.25	\$132.30	\$67.00	\$7.05	\$589.60
4/12	2/2017 Slave Lake - Meeting		\$127.05		\$15.00		\$142.05

4/19/2017 Slave Lake - Meeting	\$127.05	\$15.00	\$142.05
4/21/2017 Slave Lake - Meeting	\$127.05	\$15.00	\$142.05
4/25/2017 Slave Lake - Meeting	\$127.05	\$15.00	\$142.05

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
			\$0.00
			\$0.00