



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Robert LeSage,
Position: Vice-President, Corporate Services & Chief Finance 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
3/1/2017	Slave Lake - Meeting		\$124.63	\$130.80	\$92.00	\$7.05	\$354.48
3/8/2017	Slave Lake - Meeting		\$124.63		\$41.00		\$165.63
3/14/2017	Slave Lake - Meeting		\$124.63		\$41.00		\$165.63
3/20/2017	Slave Lake - Meeting		\$124.63		\$41.00		\$165.63
3/22/2017	Wabasca - Meeting		\$268.84	\$114.45	\$36.00	\$7.05	\$426.34
3/27/2017	High Prairie - Meeting		\$37.08				\$37.08
4/4/2017	Slave Lake - Meeting		\$124.63	\$130.80	\$66.00	\$7.05	\$328.48
4/10/2017	Edmonton - Meeting		\$263.56	\$137.34			
4/12/2017	Slave Lake - Meeting		\$124.63	\$303.02	\$66.00	\$7.05	\$500.70
4/18/2017	Slave Lake - Meeting		\$124.63	\$130.80	\$15.00		\$270.43

4/26/2017 Edmonton - Meeting	\$379.57	\$297.86	\$117.00	\$14.10	\$808.53
					\$0.00

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