



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Ann Everatt

Position: President & Chief Executive Officer

Period Covered: May June 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
5/1/2017	Red Deer - Meeting		\$162.23	\$200.23	\$25.00	\$7.05	\$394.51
5/8/2017	High Level - Meeting		\$592.20	\$360.74		\$7.05	\$959.99
5/9/2017	Fort Vermilion - Meetings		\$84.00			\$7.05	\$91.05
5/10/2017	John D'or - Meetings		\$136.50		\$25.00	\$7.05	\$168.55
5/12/2017	High Prairie - Meeting		\$127.05				\$127.05
5/14/2017	Leduc - Meeting		\$302.40	\$200.96	\$119.63	\$14.10	\$637.09
5/18/2017	High Prairie - Meeting		\$127.05				\$127.05
5/23/2017	High Prairie - Meeting		\$127.05		\$15.00		\$142.05
5/23/2017	Toronto - Meeting	\$522.56	\$302.40		\$180.00	\$35.25	\$1,040.21

6/1/2017 High Prairie - Meeting	\$127.05		\$7.05	\$134.10
6/2/2017 High Prairie - Meeting		\$10.00	\$7.05	\$17.05
6/6/2017 Grouard - Meeting	\$127.05	\$15.00		\$142.05
6/14/2017 Grouard - Meeting	\$127.05			\$127.05
6/16/2017 High Prairie - Meeting	\$127.05		\$7.05	\$134.10
6/22/2017 Edmonton - Meeting	\$263.56	\$51.00	\$14.10	\$328.66
6/25/2017 High Level - Meeting	\$296.10	\$41.00	\$7.05	\$344.15
6/26/2017 Peace River - Meeting	\$296.10	\$51.00	\$7.05	\$354.15
6/28/2017 High Prairie - Meeting	\$127.05			\$127.05

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	Amount
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