



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Robert LeSage,
Position: Vice-President, Corporate Services & Chief Finance 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
5/5/2017	Slave Lake - Meeting		\$127.05		\$15.00		\$142.05
5/15/2017	Slave Lake - Meeting		\$127.05		\$15.00		\$142.05
5/16/2017	Slave Lake - Meeting		\$127.05		\$15.00		\$142.05
5/18/2017	High Prairie - Meeting		\$37.80				\$37.80
5/22/2017	Whistler - Meetings		\$1,037.41	\$981.75	\$206.00		\$2,225.16
6/2/2017	High Prairie - Convocation				\$37.80		\$37.80
6/7/2017	Slave Lake - Meeting		\$127.05				\$127.05
6/9/2017	Slave Lake - Meeting		\$127.05				\$127.05
6/12/2017	Slave Lake - Meeting		\$127.05				\$127.05
6/14/2017	Slave Lake - Meeting		\$127.05	\$130.79			\$257.84

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