



## TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

**Name: Madeline McVey**

**Position: Vice-President, Academic**

**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
5/3/2017	slave Lake - Meeting		\$127.05		\$15.00		\$142.05
5/4/2017	slave Lake - Meeting		\$127.05		\$15.00		\$142.05
5/9/2017	Slave Lake - Meeting		\$127.05		\$15.00		\$142.05
5/11/2017	Slave Lake - Meeting		\$127.05		\$15.00		\$142.05
5/19/2017	slave Lake - Meeting		\$127.05		\$15.00		\$142.05
5/23/2017	Toronto - Meetings	\$517.31	\$383.25	\$1,047.27	\$148.00	\$67.05	\$2,162.88
5/28/2017	Calgary - Meeting	\$334.16	\$211.05	\$392.94	\$113.00	\$80.55	\$1,131.70
5/31/2017	Slave Lake - Meeting		\$127.05		\$15.00		\$142.05
6/7/2017	Slave Lake - Meeting		\$127.05				\$127.05
6/8/2017	slave Lake - Meeting		\$127.05				\$127.05

6/9/2017 slave Lake - Meeting	\$127.05			\$127.05
6/13/2017 slave Lake - Meeting	\$127.05	\$15.00		\$142.05
6/15/2017 slave Lake - Meeting	\$127.05			\$127.05
6/16/2017 slave Lake - Meeting	\$127.05	\$15.00		\$142.05
6/21/2017 slave Lake - Meeting	\$127.05	\$15.00	\$7.05	\$149.10
6/22/2017 slave Lake - Meeting	\$127.05	\$162.41	\$10.00	\$299.46
6/28/2017 Grande Prairie - Meeting	\$211.05			\$211.05
				\$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	Meals	Amount
			\$0.00
			\$0.00