



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Ann Everatt

Position: President & CEO

Period Covered: July Aug 2017

Travel

* "Other Transportation" includes fuel, taxi, 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*	Accommodation	Meals	Other	Total
7/4/2017	Calgary - Meetings		\$ 289.80	\$ 178.51	\$ 41.00	\$ 7.05	\$ 516.36
7/5/2017	Calgary - Meetings			\$ 178.51	\$ 36.00	\$ 7.05	\$ 221.56
7/6/2017	Calgary - Meetings			\$ 178.51		\$ 7.05	\$ 185.56
7/11/2017	High Prairie - Meetings		\$ 127.50			\$ 7.05	\$ 134.55
7/18/2017	Edmonton - Meetings			\$ 169.08			\$ 169.08
8/24/2017	Grouard - Meetings		\$ 127.05			\$ 7.05	\$ 134.10
8/25/2017	Slave Lake - Meetings				\$ 48.50		\$ 48.50
8/28/2017	Grouard - Meetings		\$ 127.05			\$ 7.05	\$ 134.10

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 business

Date	Destination and Rationale	Meals	Total