



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Bruce D'Sena
Position: Chief Information Officer
Period Covered: July - Aug 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*	Accommodation	Meals	Other	Total
7/6/2017	Meetings - Grouard		\$ 127.05				\$ 127.05
7/20/2017	Meetings - Grouard		\$ 127.05				\$ 127.05
8/10/2017	Meetings - Grouard		\$ 127.05				\$ 127.05
8/20/2017	Meetings - Peace River		\$ 128.10	\$ 140.61			\$ 268.71
8/28/2017	Meetings - Grouard		\$ 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 business

Date	Destination and Rationale	Meals	Total