



**TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT**

**Name: Robert LeSage**

**Position: Vice President Corporate Services & CFO**

**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
7/5/2017 -							
7/6/2017	Slave Lake - Meetings		\$ 127.06	\$ 136.25	\$ 51.00		\$ 314.31
7/11/2017	High Prairie - Meetings		\$ 37.80				\$ 37.80
7/19/2017	Slave Lake - Meetings		\$ 127.05		\$ 15.00		\$ 142.05
7/23/2017							
7/26/2017	Edmonton - Meetings		\$ 386.94	\$ 334.14	\$ 179.00	\$ 21.15	\$ 921.23
8/14/2017							
8/15/2017	Slave Lake - Meetings		\$ 127.05	\$ 207.10	\$ 66.00		\$ 400.15
8/17/2017	Slave Lake - Meetings		\$ 127.05	\$ 132.98	\$ 15.00		\$ 275.03
8/23/2017	Slave Lake - Meetings		\$ 127.05		\$ 15.00		\$ 142.05

**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