



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Madeline McVey
Position: Vice President, Academic
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
7/26/2017 -							
7/28/2017	Edmonton - Meetings		\$ 383.25	\$ 155.60	\$ 64.00	\$ 7.05	\$ 609.90
7/28/2017	Slave Lake - Meetings		\$ 127.05		\$ 15.00		\$ 142.05
8/9/2017	Slave Lake - Meetings		\$ 127.05		\$ 15.00		\$ 142.05
8/17/2017	Slave Lake - Meetings		\$ 127.05		\$ 15.00		\$ 142.05
8/21/2017	Slave Lake - Meetings		\$ 127.05		\$ 15.00		\$ 142.05
8/30/2017	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