



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

**Name: Bruce D'Sena**

**Position: Chief Information Officer**

**Period Covered: March April 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
3/8/2017	Meetings - Grouard		\$ 127.05		\$ 15.00		\$ 142.05
3/13/2017	Meetings - Grouard		\$ 127.05		\$ 15.00		\$ 142.05
3/16/2017							
3/17/2017	Meetings - St Albert		\$ 254.10	\$ 176.02	\$ 41.00		\$ 471.12
3/23/2017	Meetings - Wabasca		\$ 150.15				\$ 150.15
3/27/2017	Meetings - High Prairie		\$ 121.80				\$ 121.80
4/4/2017	Meetings - Grouard		\$ 127.05		\$ 15.00		\$ 142.05
4/5/2017							
4/6/2017	Meetings - Peace River		\$ 256.20	\$ 140.61	\$ 56.00		\$ 452.81
4/11/2017							
4/12/2017	Meetings - Edmonton		\$ 263.55	\$ 137.34	\$ 36.00		\$ 436.89
4/25/2017	Meetings - Athabasca		\$ 136.50				\$ 136.50

**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