



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Bruce D'Sena
Position: Chief Information Officer
Period Covered: May June 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
5/1/2017	Meetings - Grouard		\$ 127.05				\$ 127.05
5/7/2017							
5/8/2017	Meetings - Edmonton		\$ -	\$ 135.15	\$ 44.68		\$ 179.83
5/18/2017	Meetings - High Prairie		\$ 127.05				\$ 127.05
5/19/2017	Meetings - Grouard		\$ 127.05				\$ 127.05
5/30/2017	Meetings - Grouard		\$ 127.05				\$ 127.05
5/31/2017	Meetings - High Prairie		\$ 127.05				\$ 127.05
6/1/2017	Meetings - High Prairie		\$ 127.05				\$ 127.05
6/7/2017							
6/11/2017	Employee Development - Palm Springs	\$ 758.90	\$ 271.87	\$ 1,315.04	\$ 41.37	1683.53	\$ 4,070.71

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