



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Bruce D'Sena

Position: Chief Information Officer

Period Covered: Sept_Oct 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
20-Sept-17							
21-Sept-17	Peace River - Meetings		\$ 256.20	\$ 107.91	\$ 52.00		\$ 416.11
4-Oct-17	Grouard - Meetings		\$ 127.05				\$ 127.05
15-Oct-17							
17-Oct-17	Calgary - Meetings		\$ 486.15	\$ 401.92	\$ 52.00		\$ 940.07

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
26-Sep-17	Slave Lake - Meetings	\$ 72.05	\$ 72.05