



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

**Name: Ann Everatt**

**Position: President & CEO**

**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
9/1/2017	Grouard - Meetings		\$ 127.05			\$ 7.05	\$ 134.10
9/11/2017	Grouard - Meetings		\$ 127.05			\$ 7.05	\$ 134.10
9/13/2017	Grouard - Meetings		\$ 127.05			\$ 7.05	\$ 134.10
9/15/2017	Athabasca - Meetings		\$ 136.50			\$ 7.05	\$ 143.55
9/20/2017	Peace River Meetings		\$ 130.20	\$ 140.61	\$ 26.00	\$ 7.05	\$ 303.86
9/27/2017	High Prairie - Meetings		\$ 127.05		\$ 58.98		\$ 186.03
9/27/2017	Slave Lake - Meetings				\$ 96.34		\$ 96.34
9/28/2017							
9/30/2017	Edmonton - Meetings		\$ 263.56	\$ 340.08	\$ 50.00	\$ 14.10	\$ 667.74
10/2/2017	Grouard - Meetings		\$ 127.05				\$ 127.05
10/4/2017							
10/6/2017	High Level/Chateh - Meetings		\$ 709.88	\$ 360.86	\$ 161.71	\$ 21.15	\$ 1,253.60
10/10/2017	Athabasca - Meetings		\$ 52.50				\$ 52.50
10/14/2017							
10/17/2017	Calgary - Meetings		\$ 719.94	\$ 495.98	\$ 174.00	\$ 28.20	\$ 1,418.12
10/21/2017	Grouard - Meetings		\$ 127.05				\$ 127.05
10/26/2017							
10/27/2017	Peace River - Meetings		\$ 256.20		\$ 26.00	\$ 7.05	\$ 289.25

**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

\* 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