



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Madeline McVey
Position: Vice President, Academic
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
9/6/2017	Slave Lake - Meetings		\$ 124.63		\$ 15.00		\$ 139.63
9/7/2017	Slave Lake - Meetings		\$ 124.63		\$ 15.00		\$ 139.63
9/13/2017	Slave Lake - Meetings		\$ 124.63		\$ 15.00		\$ 139.63
9/14/2017	Slave Lake - Meetings		\$ 124.63		\$ 15.00		\$ 139.63
9/18/2017	Athabasca - Meetings		\$ 255.44		\$ 15.00		\$ 270.44
9/21/2017	Peace River - Meetings		\$ 130.81				\$ 130.81
9/27/2017	Slave Lake - Meetings		\$ 124.63		\$ 15.00		\$ 139.63
9/28/2017	Slave Lake - Meetings		\$ 124.63		\$ 15.00		\$ 139.63
10/6/2017	Slave Lake - Meetings		\$ 124.63		\$ 15.00		\$ 139.63
10/11/2017	Slave Lake - Meetings			\$ 132.98	\$ 41.00	\$ 7.05	\$ 181.03
10/12/2017							
10/13/2017	Edmonton - Meetings		\$ 375.95	\$ 178.51	\$ 72.00	\$ 14.10	\$ 640.56
10/15/2017							
10/16/2017	Grande Prairie - Flight to Calgary	\$ 359.36	\$ 207.03	\$ 159.14	\$ 41.00	\$ 7.05	\$ 773.58
10/15/2017							
10/16/2017	Calgary - Meetings			\$ 234.64	\$ 46.00	\$ 18.00	\$ 298.64
10/18/2017							
10/19/2017	Slave Lake - Meetings	\$ 124.63		\$ 19.30	\$ 25.00	\$ 7.05	\$ 175.98
10/23/2017	Slave Lake - Meetings	\$ 124.63			\$ 15.00		\$ 139.63
10/27/2017	Slave Lake - Meetings	\$ 124.63			\$ 15.00		\$ 139.63
10/31/2017	Slave Lake - Meetings	\$ 124.63					\$ 124.63

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	Other	Total
10/12/2017				
10/13/2017	SAO Meeting - Edmonton (group of 15 participants)		\$ 1,826.29	\$ 1,826.29