



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Bruce D'Sena
Position: Chief Information Officer
Period Covered: Nov_Dec 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
11/23/17	Grouard - Meetings		\$ 127.05				\$ 127.05
11/29/17							
12/01/17	Westlock - Meetings		\$ 176.40	\$ 196.10	\$ 26.00	\$ 320.25	\$ 718.75
12/7/17	Grouard - Meetings		\$ 127.05		\$ 15.00		\$ 142.05
12/13/17							
12/14/17	Peace River - Meetings		\$ 256.20	\$ 107.91	\$ 10.00		\$ 374.11

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