

## TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Ann Everatt

Position: President & CEO

**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.

T1 data(a)	Destination and Rationale	Airfare	Other Transportation*		Accommodation		Meals		Other		<b></b>	
Travel date(s)											Total	
10/31/2017												
11/02/2017	Edmonton - Meetings		\$	263.55	\$	566.29	\$	102.00	\$	14.10	Ş	945.94
11/12/2017												
11/14/2017	Edmonton - Meetings		\$	-	\$	164.45	\$	104.40			\$	104.40
11/23/2017	Grouard - Meetings		\$	127.05							\$	127.05
12/12/2017												
12/13/2017	Peace River - Meetings		\$	128.10	\$	215.82	\$	41.00	\$	7.05	\$	391.97
12/14/2017												
12/16/2017	Edmonton - Meetings		\$	393.22	\$	171.06	\$	108.98			\$	673.26
12/18/2017	Edmonton - Meetings		\$	131.77			\$	10.00	\$	23.05	\$	164.82

## **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

<sup>\*</sup> A working session is a non-travel meal expense at a commercial eatting establishment while in the course of conducting business

Date	Destination and Rationale	Meals	Other	Tot	Total	
12/15/2017	Edmonton - Northern President's Meeting		\$ 619.	50 \$	619.50	
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