



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Dana Hynes

Position: Senior Director, Human Resources

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
12/14/2017							
12/15/2017	Edmonton - Meetings		\$ 263.55	\$ 183.67	\$ 66.00	\$ 25.00	\$ 538.22

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
12/6/2017	Slave Lake - Meetings	\$ 124.74	\$ 124.74
12/9/2017	Slave Lake - Meetings	\$ 154.82	\$ 154.82