



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Madeline McVey

Position: Vice President, Academic

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
11/3/2017	Slave Lake - Meetings		\$ 127.05		\$ 15.00		
11/7/2017	Slave Lake - Meetings		\$ 127.05		\$ 15.00		
11/8/2017	Slave Lake - Meetings		\$ 127.05		\$ 15.00		
11/17/2017	Slave Lake - Meetings		\$ 127.05		\$ 15.00		
11/21/2017	Slave Lake - Meetings		\$ 127.05		\$ 15.00		
11/24/2017	Slave Lake - Meetings		\$ 127.05		\$ 15.00		
11/27/2017	Slave Lake - Meetings		\$ 127.05				
11/28/2017							
11/29/2017	Edmonton - Meetings		\$ 383.25	\$ 166.82	\$ 67.00		
12/1/2017	Slave Lake - Meetings		\$ 127.05		\$ 15.00		
12/6/2017	Slave Lake - Meetings		\$ 127.05		\$ 15.00		
12/7/2017							
12/9/2017	Slave Lake - Meetings		\$ 127.05	\$ 38.60	\$ 36.00	\$ 14.10	
12/11/2017	Slave Lake - Meetings		\$ 127.05		\$ 15.00		
12/15/2017	Slave Lake - Meetings		\$ 127.05		\$ 15.00		
12/18/2017							
12/19/2017	Edmonton - Meetings		\$ 383.25	\$ 178.00	\$ 66.00	\$ 7.05	

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
11/29/2017	Edmonton - Meetings (Guanghua International Education)	\$ 67.92		
12/8/2017	Slave Lake - Meetings (Faculty Negotiations)	\$ 108.68		