



## TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Robert LeSage

Position: Vice President Corporate Services & CFO

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
11/1/2017							
11/2/2017	Slave Lake - Meetings		\$ 127.05	\$ 132.98	\$ 62.00		\$ 322.03
11/3/2017	Slave Lake - Meetings		\$ 127.05		\$ 15.00		\$ 142.05
11/4/2017							
11/6/2017	Slave Lake - Meetings		\$ 127.05	\$ 265.96	\$ 50.00	\$ 14.10	\$ 457.11
11/7/2017	Slave Lake - Meetings		\$ 127.05		\$ 25.00		\$ 152.05
11/9/2017	Slave Lake - Meetings		\$ 127.05		\$ 15.00		\$ 142.05
11/12/2017							
11/13/2017	Slave Lake - Meetings		\$ 127.05	\$ 132.98	\$ 67.00	\$ 7.05	\$ 334.08
11/16/2017							
11/17/2017	Slave Lake - Meetings		\$ 127.05	\$ 132.98	\$ 66.00	\$ 7.05	\$ 333.08
11/22/2017	Slave Lake - Meetings		\$ 63.53		\$ 26.00		\$ 89.53
11/24/2017	Slave Lake - Meetings				\$ 41.00	\$ 7.05	\$ 48.05
11/25/2017							
11/28/2017	Slave Lake - Meetings			\$ 531.92	\$ 163.00	\$ 28.20	\$ 723.12
11/30/2017	Slave Lake - Meetings				\$ 15.00		\$ 15.00
12/4/2017							
12/5/2017	Slave Lake - Meetings		\$ 127.05		\$ 66.00	\$ 7.05	\$ 200.10
12/7/2017							
12/8/2017	Slave Lake - Meetings		\$ 127.05	\$ 265.96	\$ 82.00	\$ 7.05	\$ 482.06
12/11/2017	Slave Lake - Meetings		\$ 127.05		\$ 51.00		\$ 178.05
12/12/2017							
12/14/2017	Peace River - Meetings		\$ 171.16	\$ 215.82	\$ 61.00	\$ 14.10	\$ 462.08

### 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
11/4/2017	Slave Lake - Meetings	\$ 228.51	\$ 228.51
11/12/2017	Slave Lake - Meetings	\$ 41.42	\$ 41.42
11/22/2017	Slave Lake - Meetings	\$ 332.53	\$ 332.53
11/26/2017	Slave Lake - Meetings	\$ 58.65	\$ 58.65
11/28/2017	Slave Lake - Meetings	\$ 32.32	\$ 32.32