



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Ann Everatt

Position: President & CEO

Period Covered: Jan_Feb 2018

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
1/4/2018							
1/5/2018	Edmonton - Meetings		\$ 131.77	\$ 285.53	\$ 77.00	\$ 7.05	\$ 501.35
1/10/2018							
1/12/2018	Edmonton - Meetings		\$ 263.54	\$ 452.69	\$ 76.00	\$ 31.10	\$ 823.33
1/17/2018							
1/19/2018	High Level - Meetings		\$ 592.20	\$ 360.86	\$ 82.00	\$ 21.15	\$ 1,056.21
1/31/2018	High Prairie - Meetings		\$ 63.53	\$ 151.51		\$ 7.05	\$ 222.09
2/1/2018	High Prairie/Grouard - Meetings		\$ 81.90		\$ 25.00		\$ 106.90
2/6/2018							
2/7/2018	Peace River - Meetings		\$ 256.20	\$ 118.81	\$ 41.00	\$ 7.05	\$ 423.06
2/8/2018							
2/9/2018	Edmonton - Meetings		\$ 263.55	\$ 204.76	\$ 25.00	\$ 7.05	\$ 500.36
2/15/2018	Athabasca - Meetings			\$ 158.05			\$ 158.05
2/22/2018	High Prairie/Driftpile - Meetings		\$ 127.05		\$ 15.00		\$ 142.05
2/23/2018							
2/24/2018	Edmonton - Meetings		\$ 131.78	\$ 122.61		\$ 7.05	\$ 261.44

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

* 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