



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Bruce D'Sena
Position: Chief Information Officer
Period Covered: Jan_Feb 2018

Travel

* "Other Transportation" includes fuel, taxi, 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
1/17/2018							
1/19/2018	High Level - Meetings		\$ 592.20	\$ 282.24	\$ 56.00		\$ 930.44
1/24/2018	Grouard - Meetings		\$ 127.05				\$ 127.05
2/08/2018							
2/09/2018	Edmonton - Meetings		\$ 263.55	\$ 192.67			\$ 456.22
2/15/2018	Athabasca - Meetings		\$ 136.50				\$ 136.50
2/28/2018	Grouard - Meetings		\$ 127.05		\$ 15.00		\$ 142.05

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	Total