



**TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT**

**Name: Madeline McVey**  
**Position: Vice President, Academic**  
**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
1/5/2018	Slave Lake - Meetings		\$127.05		\$15.00		\$142.05
1/11/2018							
1/12/2018	Edmonton - Meetings		\$383.25	\$231.96	\$92.00	\$20.00	\$727.21
1/15/2018	Slave Lake - Meetings		\$127.05		\$15.00		\$142.05
1/17/2018							
1/19/2018	High Level - Meetings		\$444.15	\$322.56	\$82.00		\$848.71
1/19/2018	Slave Lake - Meetings		\$127.05		\$15.00		\$142.05
1/20/2018	Slave Lake - Meetings		\$127.05		\$15.00		\$142.05
1/24/2018							
1/27/2018	Edmonton - Meetings		\$383.25	\$410.93	\$153.00	\$16.00	\$963.18
1/30/2108	Slave Lake - Meetings		\$127.05				\$127.05
2/06/2018							
2/07/2018	Peace River - Meetings		\$133.35	\$129.71	\$36.00	\$7.05	\$306.11
2/8/2018							
2/10/2018	Slave Lake - Meetings		\$127.05	\$265.96	\$36.00		\$429.01
2/14/2018							
2/15/2018	Athabasca Meetings		\$260.40	\$162.41	\$82.34	\$7.05	\$512.20
2/25/2018							
2/26/2018	Edmonton - Meetings		\$383.25	\$19.30	\$62.00	\$14.10	\$478.65
2/27/2018							
2/28/2018	Slave Lake - Meetings			\$19.30	\$76.00	\$7.05	\$102.35

**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
1/8/2018	Board High Prairie Campus Construction Committee Meeting	\$ 551.38		\$ 551.38
1/30/2018	Slave Lake - Meetings	\$ 48.03		\$ 48.03
2/8/2018	Slave Lake - Meetings	\$ 199.54		\$ 199.54