



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Dana Hynes

Position: Senior Director, Human Resources

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
1/31/2018	Edmonton - Meetings			\$ 177.89	\$ 26.00	\$ 7.05	\$ 210.94

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
1/27/2018	Slave Lake - Meetings	\$ 114.11	\$ 114.11
1/28/2018	Slave Lake - Meetings	\$ 58.08	\$ 58.08