



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Ann Everatt

Position: President & CEO

Period Covered: March_April 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
3/13/2018	High Prairie/Driftpile - Meetings		\$ 123.38		\$ 26.00		\$ 149.38
3/14/2018							
3/16/2018	Edmonton - Meetings		\$ 263.55	\$ 731.54	\$ 162.60	\$ 21.15	\$ 1,178.84
3/22/2018	Wabasca - Meetings		\$ 150.15		\$ 28.11		\$ 178.26
4/5/2018							
4/6/2018	Edmonton - Meetings		\$ 263.55	\$ 280.24	\$ 36.00	\$ 7.05	\$ 586.84
4/9/2018	Grouard - Meetings		\$ 126.00		\$ 15.00		\$ 141.00
4/12/2018							
4/14/2018	Edmonton - Meetings		\$ 263.55	\$ 287.06	\$ 61.00	\$ 14.10	\$ 625.71
4/16/2018	High Prairie/Grouard - Meetings		\$ 164.85		\$ 15.00		\$ 179.85
4/19/2018	Grouard - Meetings		\$ 126.00				\$ 126.00
4/23/2018							
4/24/2018	Peace River - Meetings		\$ 256.20	\$ 140.61	\$ 110.86		\$ 507.67
4/25/2018							
4/26/2018	Edmonton - Meetings		\$ 131.78	\$ 161.67	\$ 62.00	\$ 23.00	\$ 378.45
4/27/2018							
4/30/2018	Ottawa - Meetings	\$ 735.00	\$ 316.02	\$ 878.50	\$ 198.19		\$ 2,127.71

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