



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Bruce D'Sena
Position: Chief Information Officer
Period Covered: Mar_Apr 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
3/13/18	High Prairie - Meetings		\$ 127.05				\$ 127.05
3/21/18							
3/22/18	Wabasca - Meetings		\$ 150.15	\$ 114.45	\$ 26.00		\$ 290.60
4/19/18	Grouard - Meetings		\$ 127.05				\$ 127.05

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