



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

**Name: Madeline McVey**  
**Position: Vice President, Academic**  
**Period Covered: Mar\_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
3/1/2018	Slave Lake - Meetings		\$127.05		\$15.00		\$142.05
3/6/2018	Slave Lake - Meetings		\$127.05		\$15.00		\$142.05
3/8/2018	Slave Lake - Meetings		\$127.05		\$15.00		\$142.05
3/9/2018	Slave Lake - Meetings		\$127.05		\$15.00		\$142.05
3/12/2018	Slave Lake - Meetings		\$127.05		\$15.00		\$142.05
3/14/2018	Slave Lake - Meetings		\$127.05		\$15.00		\$142.05
3/19/2018	Slave Lake - Meetings		\$127.05		\$15.00		\$142.05
3/21/2018							
3/22/2018	Wabasca - Meetings		\$197.09	\$125.35	\$15.00	\$7.05	\$344.49
3/22/2018							
3/23/2018	Edmonton - Meetings		\$395.01	\$200.51	\$36.00	\$7.05	\$638.57
3/26/2018	Slave Lake - Meetings		\$127.05		\$26.00		\$153.05
3/28/2018							
3/29/2018	Slave Lake - Meetings		\$127.05	\$19.30	\$67.00	\$7.05	\$220.40
4/4/2018	Slave Lake - Meetings		\$127.05		\$15.00		\$142.05
4/5/2018 -							
4/6/2018	Slave Lake - Meetings		\$127.05	\$19.30	\$66.00	\$7.05	\$219.40
4/9/2018 -							
4/10/2018	Slave Lake - Meetings		\$127.05	\$66.00		\$7.05	\$200.10
4/11/2018	Slave Lake - Meetings		\$127.05		\$15.00		\$142.05
4/16/2018	Slave Lake - Meetings		\$127.05		\$15.00		\$142.05
4/20/2018	Slave Lake - Meetings		\$127.05		\$15.00		\$142.05
4/25/2018							
4/28/2018	Edmonton - Meetings		\$383.25	\$636.57	\$113.00	\$14.10	\$1,146.92

**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