



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

**Name: Robert LeSage**

**Position: Vice President Corporate Services & CFO**

**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
3/6/2018	Slave Lake - Meetings		\$ 127.05		\$ 41.00		\$ 168.05
3/14/2018							
3/16/2018	Slave Lake - Meetings		\$ 63.53	\$ 272.50	\$ 72.00	\$ 14.10	\$ 422.13
3/22/2018	Wabasca - Meetings		\$ 137.03	\$ 119.90	\$ 26.00	\$ 7.05	\$ 289.98
3/23/2018	Edmonton - Meetings		\$ 395.06	\$ 123.50	\$ 51.00	\$ 12.05	\$ 581.61
3/27/2018	Slave Lake - Meetings		\$ 127.05	\$ 140.61			\$ 267.66
4/3/2018							
4/4/2018	Slave Lake - Meetings		\$ 63.53	\$ 281.22	\$ 67.00	\$ 7.05	\$ 418.80
4/5/2018							
4/6/2018	Edmonton - Meetings		\$ 323.41	\$ 181.97	\$ 41.00	\$ 7.05	\$ 553.43
4/11/2018							
4/12/2018	Slave Lake - Meetings		\$ 127.06	\$ 140.61	\$ 56.00		\$ 323.67
4/22/2018							
4/26/2018	Slave Lake - Meetings		\$ 386.94	\$ 389.94	\$ 67.00	\$ 21.15	\$ 865.03

**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
4/23/2018	Slave Lake - Meetings	\$ 67.62	\$ 67.62