



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Bruce D'Sena
Position: Chief Information Officer
Period Covered: May_Jun 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
5/24/18	High Prairie - Meetings		\$ 127.05				\$ 127.05
6/3/18							
6/4/18	Edmonton - Meetings		\$ 131.78	\$ 144.82	\$ 36.00	\$ 9.00	\$ 321.60
6/7/18	Grouard/High Prairie - Meetings		\$ 163.80		\$ 15.00		\$ 178.80
6/26/2018	Athabasca - Meetings		\$ 136.50				\$ 136.50
6/27/2018	Athabasca - Meetings		\$ 136.50				\$ 136.50
6/29/2018	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