



## TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Dana Hynes

Position: Executive Director of Human Resources and Health & Safety

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
5/13/18							
5/18/2018	Edmonton - Meetings		\$ 263.55	\$ 770.68	\$ 145.00	\$ 55.81	\$ 1,235.04
5/22/2018							
5/25/18	Banff - Meetings		\$ 701.40	\$ 633.53	\$ 154.00	\$ 72.90	\$ 1,561.83
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

\* A working session is a non-travel meal expense at a commercial eating establishment while in the course of conducting business

Date	Description and Rationale	Amount
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