



TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Madeline McVey
Position: Vice President, Academic
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
5/4/18	Slave Lake - Meetings		\$ 127.05		\$ 15.00		\$ 142.05
5/10/18	Slave Lake - Meetings		\$ 127.05		\$ 15.00		\$ 142.05
5/11/18	Slave Lake - Meetings		\$ 127.05		\$ 15.00		\$ 142.05
5/13/18							
5/17/18	Edmonton - Meetings		\$ 179.03	\$ 646.68	\$ 245.00	\$ 21.15	\$ 1,091.86
5/31/2018							
6/1/18	Slave Lake - Meetings		\$ 127.05	\$ 19.30	\$ 92.00	\$ 7.05	\$ 245.40
6/4/18							
6/5/18	Edmonton - Meetings		\$ 127.05	\$ 129.71	\$ 92.00		\$ 348.76
6/8/18	Slave Lake - Meetings		\$ 127.05				\$ 127.05
6/11/18	Slave Lake - Meetings		\$ 127.05		\$ 15.00		\$ 142.05
6/18/18	Slave Lake - Meetings		\$ 127.05		\$ 15.00		\$ 142.05
6/19/18	Slave Lake - Meetings		\$ 127.05		\$ 15.00		\$ 142.05
6/21/18	Slave Lake - Meetings		\$ 127.05				\$ 127.05
6/22/18	Athabasca - Meetings		\$ 260.40		\$ 56.06		\$ 316.46
6/26/18	Athabasca - Meetings		\$ 260.40				\$ 260.40
6/27/18	Athabasca - Meetings		\$ 260.00				\$ 260.00
6/28/18	Slave Lake - 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	Other	Total