



TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Ann Everatt
Position: President & CEO
Period Covered: July & August 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
07/04/18	Meeting - High Level		\$ 7.88		\$ 162.54		\$ 170.42
07/05/18 07/07/18	Meeting - Edmonton		\$ 387.30	\$ 465.81		\$ 14.10	\$ 867.21
07/12/18	Meeting - Grouard		\$ 127.05		\$ 15.00		\$ 142.05
07/17/18	Meeting - Loon River		\$ 178.50		\$ 15.00		\$ 193.50
07/19/18 07/20/18	Meeting - Edmonton		\$ 269.45	\$ 192.67	\$ 51.00	\$ 7.05	\$ 520.17
07/25/18 07/26/18	Meeting - Edmonton		\$ 131.78	\$ 217.06	\$ 51.00	\$ 7.05	\$ 406.89
08/21/18	Meeting - Grouard		\$ 131.78		\$ 89.75		\$ 221.53
08/26/18 08/27/18	Meeting - Edmonton		\$ 131.78		\$ 62.00	\$ 7.05	\$ 200.83
08/30/18	Meeting - Grouard/High Prairie		\$ 164.85	\$ 418.18	\$ 15.00		\$ 598.03
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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(s)	Destination and Rationale	Meals	Other	Total