



TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Dana Hynes
Position: Executive Director, Human Resources and Health & Safety
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 |
|----------------|---------------------------|---------|----------------------|---------------|-------|-----------|-----------|
| 08/13/18 | Meeting - Edmonton | | | | | \$ 157.50 | \$ 157.50 |
| 08/21/18 | Meeting | | | | | \$ 214.83 | \$ 214.83 |
| | | | | | | \$ - | \$ - |
| | | | | | | \$ - | \$ - |
| | | | | | | \$ - | \$ - |
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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 |
|-----------|---------------------------|----------|-------|----------|
| 8/22/2018 | Meeting - Slave Lake | \$ 21.91 | | \$ 21.91 |