



**TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT**

**Name: Madeline McVey**  
**Position: Vice President, Academic**  
**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 - Slave Lake		\$ 127.05		\$ 15.00		\$ 142.05
07/06/18	Meeting - Slave Lake		\$ 127.05		\$ 15.00		\$ 142.05
07/18/18	Meeting - Slave Lake		\$ 127.05		\$ 15.00		\$ 142.05
08/06/18 08/10/18	Meeting - Newfoundland	\$ 1,353.38	\$ 443.25	\$ 413.71	\$ 92.00	\$ 30.00	\$ 2,332.34
08/14/18	Meeting - Slave Lake		\$ 127.05		\$ 15.00		\$ 142.05
08/16/18	Meeting - Slave Lake		\$ 127.05		\$ 41.00		\$ 168.05
08/24/18	Meeting - Slave Lake		\$ 127.05		\$ 15.00		\$ 142.05
08/27/18	Meeting - Slave Lake		\$ 127.05				\$ 127.05
08/29/18	Meeting - Slave Lake		\$ 127.05		\$ 15.00		\$ 142.05
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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
8/8/2018	Meeting - Newfoundland	\$ 124.25		\$ 124.25