



TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Madeline McVey
Position: Vice President, Academic
Period Covered: September & October 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
09/07/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
09/10/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
09/13/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
09/18/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
09/19/18 09/20/18	Meeting - Athabasca	\$ -	\$ 260.40	\$ 162.41	\$ 67.00	\$ 7.05	\$ 496.86
09/28/18	Meeting - Edmonton	\$ -	\$ -	\$ 259.42	\$ -	\$ -	\$ 259.42
10/01/18	Meeting - Gift Lake	\$ -	\$ 52.50	\$ -	\$ -	\$ -	\$ 52.50
10/02/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
10/05/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ -	\$ -	\$ 127.05
10/11/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ -	\$ -	\$ 127.05
10/12/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ -	\$ -	\$ 127.05
10/15/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
10/16/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
10/17/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ 19.30	\$ 15.00	\$ 7.05	\$ 168.40
10/18/18	Meeting - High Prairie	\$ -	\$ -	\$ -	\$ 10.00	\$ -	\$ 10.00
10/24/18 10/26/18	Meeting - Calgary	\$ 460.16	\$ 354.90	\$ 401.94	\$ 123.00	\$ 14.10	\$ 1,354.10
10/29/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05

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(s)	Destination and Rationale	Meals	Other	Total