



TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Ann Everatt
Position: President & CEO
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
09/05/18	Meeting - Peace River	\$ -	\$ 256.20	\$ -	\$ 52.04	\$ -	\$ 308.24
09/10/18 09/11/18	Meeting - Edmonton	\$ -	\$ 279.31	\$ 371.18	\$ 87.00	\$ 14.10	\$ 751.59
09/18/18 09/20/18	Meeting - Edmonton	\$ -	\$ 131.78	\$ 354.34	\$ 26.00	\$ 7.05	\$ 519.17
09/20/18	Meeting - Athabasca	\$ -	\$ 145.43	\$ -	\$ 36.00	\$ 7.05	\$ 188.48
09/24/18	Meeting - High Prairie	\$ -	\$ 114.34	\$ -	\$ -	\$ -	\$ 114.34
09/25/18	Meeting - Athabasca	\$ -	\$ 136.50	\$ -	\$ 15.00	\$ -	\$ 151.50
09/26/18	Meeting - Athabasca	\$ -	\$ 136.50	\$ -	\$ -	\$ -	\$ 136.50
09/27/18	Meeting - Athabasca	\$ -	\$ 136.50	\$ -	\$ 59.68	\$ -	\$ 196.18
10/09/18	Meeting - Wabasca	\$ -	\$ 150.15	\$ -	\$ 15.00	\$ -	\$ 165.15
10/10/18	Meeting - Grouard	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
10/17/18	Meeting - Calgary	\$ 232.05	\$ -	\$ -	\$ -	\$ -	\$ 232.05
10/18/18 10/19/18	Meeting - Edmonton	\$ -	\$ 263.55	\$ 358.06	\$ 15.00	\$ -	\$ 636.61
10/31/18	Meeting - Edmonton	\$ -	\$ 263.55	\$ -	\$ 15.00	\$ 7.05	\$ 285.60

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
09/20/18	Athabasca - Board of Governors Meeting	\$ 255.00	\$ -	\$ 255.00
09/28/18	Slave Lake - Student Association Loung	\$ -	\$ 56.04	\$ 56.04