



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

**Name: Bruce D'Sena**  
**Position: Chief Information Officer**  
**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
09/20/18	Meeting - Athabasca	\$ -	\$ 136.50	\$ -	\$ -	\$ -	\$ 136.50
09/21/18	Meeting - Grouard	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
09/24/18	Meeting - High Prairie	\$ -	\$ 127.05	\$ -	\$ -	\$ -	\$ 127.05
09/25/18	Meeting - Athabasca	\$ -	\$ 136.50	\$ -	\$ -	\$ -	\$ 136.50
09/26/18	Meeting - Athabasca	\$ -	\$ 136.50	\$ -	\$ -	\$ -	\$ 136.50

**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