



TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Dana Hynes
Position: Executive Director, Human Resources and Health & Safety
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 |
|----------------|----------|---------------------------|---------|----------------------|---------------|----------|---------|-----------|
| 09/10/18 | 09/11/18 | Meeting - Edmonton | | \$ 269.85 | \$ 192.67 | \$ 41.00 | \$ - | \$ 503.52 |
| 09/24/18 | 09/26/18 | Meeting - Edmonton | | \$ 267.75 | \$ 258.22 | \$ 88.00 | \$ 7.05 | \$ 621.02 |
| 10/15/18 | 10/16/18 | Meeting - Edmonton | | \$ 12.01 | \$ - | \$ - | \$ - | \$ 12.01 |
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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 |
|---------|---------------------------|-------|-------|-------|
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