



TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Bruce D'Sena
Position: Chief Information Officer
Period Covered: November & December 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
11/22/18	Meetings - Grouard	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
11/30/18	Meetings - Peace River	\$ -	\$ 256.20	\$ 102.46	\$ 10.00	\$ -	\$ 368.66
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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
11/21/2018	Meetings - Slave Lake	\$ 62.37	\$ -	\$ 62.37