



TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Ann Everatt
Position: President & CEO
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
11/01/18	Meetings - Edmonton	\$ -	\$ 20.00	\$ 402.09		\$ -	\$ 422.09
11/12/18 11/14/18	Meetings - Edmonton	\$ -	\$ 263.55	\$ 424.46	\$ 87.00	\$ 14.10	\$ 789.11
11/16/18	Meetings - McLennan	\$ -	\$ 174.30	\$ -	\$ 15.00	\$ -	\$ 189.30
11/21/18	Meetings - High Prairie	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
11/22/18 11/25/18	Meetings - Calgary	\$ -	\$ 567.00	\$ 576.78	\$ 72.00	\$ 14.10	\$ 1,229.88
11/29/18 11/30/18	Meetings - Peace River	\$ -	\$ 261.45	\$ 102.46	\$ 36.00	\$ 7.05	\$ 406.96
12/05/18	Meetings - High Prairie	\$ -	\$ 127.05	\$ -	\$ -	\$ -	\$ 127.05
12/06/18 12/08/18	Meetings - Edmonton	\$ -	\$ 315.00	\$ 385.34	\$ 102.00	\$ 21.15	\$ 823.49
12/11/18	Meetings - High Prairie	\$ -	\$ 127.05	\$ -		\$ -	\$ 127.05
12/20/18	Meetings - High Prairie	\$ -	\$ 127.05	\$ -		\$ -	\$ 127.05
		\$ -	\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -	\$ -		\$ -	\$ -
		\$ -	\$ -	\$ -		\$ -	\$ -
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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
11/29/18	Meetings - Peace River	\$ 217.10	\$ -	\$ 217.10
11/30/18	Meetings - Peace River	\$ 141.28	\$ -	\$ 141.28