



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

**Name: Madeline McVey**  
**Position: Vice President, Academic**  
**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
11/05/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ -	\$ -	\$ 127.05
11/07/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 33.70	\$ -	\$ 160.75
11/08/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 31.84	\$ -	\$ 158.89
11/14/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 80.88	\$ -	\$ 207.93
11/16/18	Meeting - Slave Lake	\$ -	\$ -	\$ -	\$ 39.64	\$ -	\$ 39.64
11/19/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
11/20/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
11/30/18	Meeting - Peace River	\$ -	\$ -	\$ 102.46	\$ -	\$ -	\$ 102.46
12/03/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
12/04/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ -	\$ -	\$ 127.05
12/06/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ -	\$ -	\$ 127.05
12/10/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
12/13/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
12/18/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
12/19/18	Meeting - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**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
11/8/2018	Hosting - Slave Lake MPP Meeting	\$ 63.54		