



TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Daniel Vandermeulen
Position: Chair, Board of Governors
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
11/21/18	Meeting - High Prairie	\$ -	\$ -	\$ -	\$ -	\$ 140.00	\$ 140.00
11/30/18	Meeting - Peace River	\$ -	\$ -	\$ -	\$ -	\$ 140.00	\$ 140.00
12/05/18	Meeting - High Prairie	\$ 75.60	\$ -	\$ -	\$ -	\$ 164.00	\$ 239.60
12/11/18	Meeting - High Prairie	\$ -	\$ -	\$ -	\$ -	\$ 140.00	\$ 140.00
12/20/18	Meeting - High Prairie	\$ -	\$ -	\$ -	\$ -	\$ 140.00	\$ 140.00

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