

TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Dana Hynes Position: Executive Director, Human Resources and Health & Safety 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	
11/28/18	11/29/18	Meetings - Edmonton		\$	47.50	\$	19.30	\$	-	\$	-	- \$	66.80	

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 F	ationale	Meals	Other		Total
12/6/2018	Slave Lake - Meetings	\$	128.61	\$	- \$	128.61
12/29/2018	Slave Lake - Meetings	\$	113.95	\$	- \$	113.95