



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Dana Hynes

Position: Senior Director, Human Resources

Period Covered: May - June 2014

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*	Accommodations	Meals	Other	Total
5/6/2014	Travel to Grouard for Meeting		\$118.40		\$11.10		\$129.50
5/7/2014	Travel to Grouard and High Prairie for meetings		\$135.61		\$11.10		\$146.71
5/28/2014	Service Awards & HRO meeting in Banff		\$685.63	\$284.60	\$68.40	\$28.15	\$1,066.78
6/11/2014	Agresso and Labour relations course Edmonton			\$408.74			\$408.74
6/15/2014	Travel to Toronto CPA Conference	\$616.72	\$123.00	\$1,062.56			\$1,802.28

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 office business.

Date	Description and Rationale	Meals	Amount
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