



Northern Lakes College Executive Team Expense Report

Name: Ann Everatt, President & CEO

Expenses Processed: March 1, 2014 to April 30, 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
Mar 1/14	Mar 5/14	League of Innovations Conference - Anaheim	\$ 665.79					\$ 665.79
Mar 3/14		Prepaid for ACCC Conference in Ottawa-May 24, 14	\$ 658.35				\$ 1,170.00	\$ 1,828.35
Mar 3/14		Lunch - League for Innovations Conference				\$ 4.21		\$ 4.21
Mar 5/14		Lunch meeting with 1 staff, 1 board member - League of Innovations Conference				\$ 68.29		\$ 68.29
Mar 7/14	Mar 9/14	Meals - League for Innovations Conference				\$ 15.42		\$ 15.42
Mar 21/14	Mar 22/14	CCI meeting in Red Deer			\$ 149.15	\$ 23.15		\$ 172.30
Mar 24/14		Meal with Staff - Peace River				\$ 23.03		\$ 23.03
Mar 27/14		Lunch				\$ 10.71		\$ 10.71
Mar 27/14		Flight to Ft McMurray for MOA Signing	\$ 2,046.75	\$ 35.00				\$ 2,081.75
Mar 1/14	Mar 31/14	Fuel - business travel to: Edmonton (3), Slave Lake (5), High Prairie, Red Deer, Peace River, Ft. McMurray		\$ 513.86				\$ 513.86
Apr 15/14		Registration - Community Futures Peace Country Oil Sands Conference					\$ 133.49	\$ 133.49
Apr 17/14		Parking Ministry Meeting - Edmonton					\$ 28.00	\$ 28.00
Apr 17/14		Lunch - Edmonton				\$ 34.55		\$ 34.55
Apr 28/14		Lunch - Edmonton				\$ 7.50		\$ 7.50
Apr 29/14		Dinner- Calgary				\$ 8.71		\$ 8.71
Apr 29/14		Ministry Meeting - Edmonton					\$ 12.50	\$ 12.50
Apr 1/14	Apr 30/14	Fuel - business travel to: Slave Lake (5), Edmonton, Calgary		\$ 514.64				\$ 514.64

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	Amount
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