



Northern Lakes College Executive Team Expense Report

Name: Ann Everatt, President & CEO

Expenses Processed: May 1, 2014 to June 25, 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
May 1/14	Advanced Learning & Partnerships meeting					\$ 25.00	\$ 25.00
May 5/14	Ministry meeting - Edmonton					\$ 12.00	\$ 12.00
May 6/14	Lunch				\$ 5.51		\$ 5.51
May 21/14	Lunch , 2 staff - Wabasca				\$ 50.62		\$ 5.62
May 22/14	Lunch - Peace River				\$ 5.63		\$ 5.63
May 24/14	Breakfast - Ottawa for ACCC Conference				\$ 11.00		\$ 11.00
May 24/14	Lunch - Ottawa for ACCC Conference				\$ 13.20		\$ 13.20
May 24/14	Dinner with 2 NLC Board Member, 1 NLC Staff - ACCC				\$ 115.50		\$ 115.50
May 25/14	Meal - ACCC Conference in Ottawa				\$ 18.77		\$ 18.77
May 25/14	Meal with 2 Board Members - ACCC Conference in Ottawa				\$ 67.57		\$ 67.57
May 26/14	Meal with 2 Board Members - ACCC Conference in Ottawa				\$ 58.10		\$ 58.10
May 27/14	Meal - ACCC Conference in Ottawa				\$ 20.07		\$ 20.07
May 27/14	Meal - ACCC Conference in Ottawa				\$ 8.76		\$ 8.76
May 28/14	Dinner meeting with 2 staff - Leading the North Conference				\$ 135.24		\$ 135.24
May 9/14	ARDN meeting in Grande Prairie			\$ 107.91	\$ 15.47		\$ 123.38
May 20/14	Ministry meeting in Edmonton				\$ 19.32	\$ 25.00	\$ 44.32
May 20/14	Prepaid flight from Fort McMurray - Leading the North Conference	\$ 259.48					\$ 259.48
May 25/14	Cab in Ottawa - ACCC Conference		\$ 70.00				\$ 70.00
May 27/14	ACCC Conference in Ottawa			\$ 694.86			\$ 694.86
May 30/14	Car rental - Leading the North Conference in Fort McMurray		\$ 469.18				\$ 469.18
May 1/14 May 31/14	Fuel - business travel to: Slave Lake 2, Edmonton 3, Peace River 3, Grande Prairie, Wabasca, High Prairie 2.		\$ 612.23				\$ 612.23
Jun 2/14	Ministry Meeting in Edmonton				\$ 20.84	\$ 15.00	\$ 35.84
Jun 9/14	Lunch - Peace River				\$ 7.86		\$ 7.86

		Lunch with College staff - CIP							
Jun 24/14		working session			\$	115.02		\$	115.02
Jun 16/14		Ministry Meeting - Edmonton			\$	8.66	\$	12.50	\$ 21.16
Jun 1/14	Jun 25/14	Fuel - business travel to:							
		Edmonton (3), Peace River (2),		\$		435.56			
		High Prairie (3), Wabasca, Slave							
		Lake (2), Gift Lake						\$	435.56

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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