



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Ann Everatt

Position: President & Chief Executive Officer

Period Covered:

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
6/30/2014	Meal - meeting with multiple Gov't Officials				\$7.75	\$20.00	\$27.75
7/14/2014	Meeting with Board Chair					\$17.00	\$17.00
7/21/2014	Meal - Meeting with NLC Managers				\$92.26		\$92.26
7/21/2014	Meal - Meeting with NLC Staff member				\$24.11		\$24.11
7/22/2014	Grande Prairie - Meeting with Minister			\$146.06	\$32.49		\$178.55
July 15-July 24, 2014	Fuel - Business Travel to: Edmonton 1, Grande Prairie 1 Slave Lake 5, Wabasca 1, Falher 1		\$260.67				\$260.67
7/28/2014	ARDN & AARD Meeting - Edmonton					\$14.00	\$14.00
7/28/2014	Lunch				\$11.17		\$11.17
8/19/2014	Campus Alberta Meeting					\$14.00	\$14.00

8/19/2014	Government Official Meeting	\$14.00	\$14.00
8/20/2014	Government Official Meeting	\$12.00	\$12.00
July 28-August 20, 2014	Fuel - Business travel to: Edmonton 1, Slave Lake 4, Wabasca 1	\$193.91	\$193.91

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	Gratuity	Amount
8/25/2014	Hosting meal- Keynote Speaker	\$66.11	\$9.92	\$76.03