



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Ann Everatt

Position: President & Chief Executive Officer

Period Covered: September and October 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
9/2/2014	Athabasca - Presentation to Town of Ahabasca			\$146.17	\$19.72		\$165.89
9/5/2014	Slave Lake - Planning Meeting						\$0.00
9/9/2014	Peace River - Presentation				\$31.37		\$31.37
9/24/2014	Calgary - OAG Audit training			\$275.27			\$275.27
9/26/2014	Edmonton - Meeting Government Official					\$10.00	\$10.00
9/29/2014	Edmonton, Meeting						\$0.00
September 4 - September 24, 2014	Fuel - Business travel to - 1 Athabasca, 6 Slave Lake, 1 Peace River, 1 Calgary,		\$434.76				\$434.76
10/6/2014	Ottawa - New Presidents Institute	\$969.79	\$38.03	\$607.79	\$71.53		\$1,687.14
10/18/2014	Wabasca - Metis Celebration						\$0.00
10/20/2014	Edmonton - Campus AB						\$0.00

1 Slave Lake, 4 Edmonton, 1
September 26 - October 20 Sherwood Park,

\$408.68

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
9/30/2014	Sherwood Park - Meeting College of Paramedic	\$75.70	\$13.36	\$89.06

