



Northern Lakes College Executive Team Expense Report

Name: Ann Everatt, President & CEO

Expenses Processed: January 1, 2014 to February 28, 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
Jan 22/14	MOU Signing & Oil Sands PE Mtg - Fort McMurray	\$ 326.81					\$ 326.81
Jan 7/14	Lunch Mtg - Staff in Slave Lake				\$ 17.50		\$ 17.50
Jan 31/14	Mtg with MLA Edmonton				\$ 8.49	\$ 7.50	\$ 15.99
Feb 19/14 Feb 22/14	ATOSKE Action Group - Calgary			\$ 579.26	\$ 79.96	\$ 77.00	\$ 736.22
Feb 25/14	Wabasca Career Fair				\$ 9.00		\$ 9.00
Feb 25/14	Dinner – 2 staff Wabasca				\$ 51.55		\$ 51.55

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
------	---------------------------	--------