



## TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

**Name:** Ann Everatt

**Position:** President & Chief Executive Officer

**Period Covered:** November and December 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
10/30/2014	Manning - Meeting						\$0.00
10/31/2014	Slave Lake - Meeting						\$0.00
11/5/2014	Edmonton - BoG Retreat				\$53.02	\$29.00	\$82.02
11/7/2014	Slave Lake - Working Session						\$0.00
11/18/2014	Slave Lake - Working session						\$0.00
11/19/2014	Fort Vermilion - Meeting with Students			\$147.83	\$20.05		\$167.88
11/28/2014	Slave Lake - Working session						\$0.00
12/1/2014	McLennon - Meeting with Students						\$0.00

12/2/2014	Slave Lake - Meet with BoG		\$0.00
12/3/2014	McLennon - Meet with CEC		\$0.00
12/5/2014	Edmonton - Meeting Government Official		\$0.00
12/9/2014	Slave Lake - Health and Safety Workshop		\$0.00
12/11/2014	Edmonton - Meeting with Northern Alberta Development Council		\$0.00
12/16/2014	Slave Lake - Meeting with SA		\$0.00
12/17/2014	Slave Lake - Working Session		\$0.00
12/18/2014	Slave Lake - Working Session		\$0.00
	Fuel business travel to - 1 Manning, 1 Fort Vermilion, 2 McLennon, 3		
October 30 - December 31, 2015	Edmonton, 9 Slave Lake	\$723.02	\$723.02

### 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
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