



**Northern
Lakes
College**

TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Archie Cunningham

Position: Chair, Board of Governors

Period Covered: March - April 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
Mar 11/15	Peavine to Grouard - Meeting with President		\$ 59.71				\$ 59.71
Mar 14/14	Peavine to Slave Lake - Board Meeting		\$ 167.99				\$ 167.99
Mar 18/14	Peavine to Grouard - Meeting with President		\$ 59.71				\$ 59.71
Mar 31/14	Peavine to Grouard - Sign Documents		\$ 59.71				\$ 59.71
Apr 11/14	Peavine to Grouard - Board Meeting		\$ 59.71				\$ 59.71
Apr 23/14	Peavine to Grouard - Meeting with President		\$ 59.71				\$ 59.71
Apr 25/14	Peavine to Grouard - Meeting with President		\$ 59.71				\$ 59.71

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	Amount