



**Northern  
Lakes  
College**

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**Position: Senior Director, External Relations**

**Period Covered: September - 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
	Athabasca Meeting w/ Town						
9/2/2014	Council		\$37.18		\$15.00		\$52.18
	Travel to Grouard for meeting						
9/18/2014	w/ BoG		\$30.16				\$30.16
	Travel to Wabasca for						
9/24/2014	meeting		\$32.50				\$32.50

## 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
9/24/2014	Working dinner w/ client	\$38.80	\$38.80