



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Daniel Vandermeulen

Position: Chair, Board of Governors

Period Covered: November - 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	Grouard - Meeting		\$37.08				\$37.08
11/4/2014 - 11/6/2014	Edmonton - Board Retreat		\$381.10		\$72.00	\$14.10	\$467.20
12/2/2014	Slave Lake - Meeting		\$124.63				\$124.63
12/16/2014	Slave Lake - Meeting		\$124.63				\$124.63

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