



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Madeline McVey

Position: Vice-President, Academic

Period Covered:

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
7/2/2014	High Prairie Working Lunch				\$85.63		\$85.63
7/4/2014	Travel to Slave Lake for Work		\$124.63		\$15.00		\$139.63
7/11/2014	Travel to Slave Lake for Work				\$15.00		\$15.00
7/18/2014	Travel to Slave Lake for meeting w/ HR				\$15.00		\$15.00
7/21/2014	Travel to Slave Lake for Meeting		\$124.63		\$15.00		\$139.63
7/22/2014	Grande Prairie meeting for announcement			\$194.51			\$194.51
8/12/2014	Air Fare to Meeting Lethbridge (In October)	\$885.41					\$885.41
8/13/2014	Travel to Athabasca to meet with Superintendent		\$32.24		\$15.00		\$47.24
8/13/2014	Travel to Edmonton for meeting		\$106.56	\$120.51	\$26.00	\$7.05	\$260.12
8/15/2014	Travel to Slave Lake for meeting		\$31.46		\$15.00		\$46.46

Travel to Slave Lake for			
8/16/2014	workshop	\$31.46	\$15.00
			\$46.46
			\$0.00

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