



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Madeline McVey

Position: Vice-President, Academic

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
9/2/2014	Work out of Slave Lake		\$31.46		\$15.00		\$46.46
9/8/2014	Work out of Slave Lake		\$31.46		\$15.00		\$46.46
9/12/2014	Slave Lake Meetings - Internal		\$31.46		\$15.00		\$46.46
9/16/2014	Slave Lake Meetings - Internal		\$31.46		\$15.00		\$46.46
9/22/2014	Work out of Slave Lake		\$31.46		\$15.00		\$46.46
9/23/2014	Slave Lake - Interviews		\$31.46		\$15.00		\$46.46
9/24/2014	Peace River Meeting - HPSD		\$33.02				\$33.02
9/25/2014	Slave Lake Meetings - Internal		\$31.46		\$15.00		\$46.46
9/29/2014	Lethbridge Meeting - SAO	\$1,095.41	\$52.26	\$266.84	\$103.00	\$70.10	\$1,587.61
10/3/2014	Slave Lake Meeting - Internal		\$31.46		\$15.00		\$46.46

10/6/2014 Slave Lake Meeting - Internal		\$31.46		\$15.00		\$46.46
10/7/2014 Peace River Meeting - CCEC		\$33.02		\$15.00		\$48.02
10/14/2014 Calgary Meeting - ACAT	\$368.81	\$52.26	\$331.02	\$129.00	\$80.10	\$961.19
10/20/2014 Slave Lake Meeting - Internal		\$31.46		\$15.00		\$46.46
10/21/2014 Slave Lake Meeting - Internal		\$31.46		\$15.00		\$46.46
10/28/2014 Slave Lake Meeting - Internal		\$31.46		\$15.00		\$46.46
10/30/2014 Slave Lake Meeting - Internal		\$31.46		\$15.00		\$46.46
10/31/2014 Slave Lake Meeting - UofA		\$31.46		\$15.00		\$46.46

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