



Northern Lakes College
Executive Team Expense Report

Name: Madeline McVey, Vice-President, Academic
Expenses Processed: January 1, 2014 to June 25, 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*	Accommodation	Meals	Other	Total	
Mar 18/14	Mar 20/14	SAO/Provost Mtg in Apr 2014 - Calgary	\$	437.06				\$	437.06
Mar 20/14		EB Creating Rural Connections registration fee					\$	53.99	\$ 53.99
Apr 11/14		SAO/Provosts Meeting - Calgary			\$	289.64	\$	24.00	\$ 313.64

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	Amount
Mar 18/14	Mar 20/14	Co-hosted SAO Meeting in Edmonton (Meeting room rental and meals for 20 people)	\$ 2,314.49