



Northern Lakes College Executive Team Expense Report

Name: Madeline McVey, Vice-President, Academic

Expenses Processed: Jan 1, 2014 to Feb 28, 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
Jan 7/14	ER Dir. Mtg - Slave Lake				\$ 11.00		\$ 11.00
Jan 13/14	Lib Dir. Mtg - Slave Lake				\$ 11.00		\$ 11.00
Jan 23/14	VP Corp Interviews - Slave Lake				\$ 11.00		\$ 11.00
Feb 5/14	Feb 7/2014	SAO Mtg - Edmonton		\$ 259.42			\$ 259.42
							\$ -

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