



## TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

**Name: Madeline McVey**

**Position: Vice-President, Academic**

**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
11/4/2014	Gift Lake - Meeting w/ Student		\$11.05				\$11.05
11/6/2014	Edmonton - Board Retreat		\$101.66	\$523.28	\$52.00	\$14.10	\$691.04
11/17/2014	Slave Lake - Meeting Internal		\$31.46		\$15.00		\$46.46
11/20/2014	Fort Vermilion - Meeting with Students			\$147.83			\$147.83
11/25/2014	Slave Lake - Faculty Assoc		\$31.46		\$15.00		\$46.46
12/2/2014	Slave Lake - Meeting Internal		\$31.46				\$31.46
12/8/2014	Slave Lake - Meeting Internal		\$31.46		\$15.00		\$46.46
12/9/2014	Slave Lake - OH&S Training		\$31.46	\$163.49		\$7.05	\$202.00
12/15/2014	Slave Lake - Meeting Internal		\$31.46		\$15.00		\$46.46
12/16/2014	Slave Lake - Meeting Internal			\$163.49	\$15.00		\$178.49

Edmonton - Meetings eCA, 12/17/2014 SAO	\$94.90	\$180.75	\$36.00	\$311.65
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### 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
11/20/2014	Fort Vermilion - Luncheon meeting with Students	\$355.95	\$355.95
12/1/2014	Smokey River - Luncheon meeting with Students	\$93.24	\$93.24