



**Northern  
Lakes  
College**

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**Position: Vice-President, Corporate Services & Chief Finance Officer**

**Period Covered: September and 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
9/19/2014	Peace River - Meeting Facilities		\$42.38				\$42.38
9/22/2014	Slave Lake - Meeting AUPE		\$31.46		\$15.00		\$46.46
9/23/2014	Slave Lake - Meeting AUPE		\$31.46		\$15.00		\$46.46
10/2/2014	Calgary - Meeting SBO	\$410.81	\$99.00	\$164.69	\$51.00	\$7.05	\$732.55
10/9/2014	Slave Lake - Awards		\$31.46				\$31.46
10/23/2014	Edmonton - Meeting PSI		\$94.90	\$99.00	\$52.00		\$245.90
10/30/2014	Edmonton - Conference		\$47.45	\$150.00	\$26.00	\$453.25	\$676.70
10/31/2014	Slave Lake - Meeting U of A		\$48.46	\$139.39	\$26.00	\$7.05	\$220.90

## 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	Gratuity	Amount