



**Northern
Lakes
College**

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

Travel

**** "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
11/5/2014	Edmonton - Board Retreat		\$94.90	\$562.76	\$41.00	\$7.05	\$705.71
11/14/2014	Peace River - Meeting Facilities		\$42.38		\$41.00		\$83.38
11/18/2014	Slave Lake - Meeting		\$31.46		\$41.00		\$72.46
11/26/2014	Toronto - CAUBO workshop	\$717.31	\$134.75	\$388.14	\$93.00	\$675.00	\$2,008.20
12/9/2014	Slave Lake - Health and Safety Workshop		\$31.46				\$31.46
							\$0.00
							\$0.00
							\$0.00

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