



## TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

**Name:** Ann Everatt

**Position:** President & Chief Executive Officer

**Period Covered:** November December 2015

### 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
11/2/2015	Edmonton - Meeting		\$258.53	\$19.30			\$277.83
11/6/2015	Athabasca - Meeting		\$133.90				\$133.90
11/10/2015	Peace River - Meeting		\$255.44				\$255.44
11/19/2015	Calgary - Meeting		\$576.80	\$181.68	\$26.00	\$25.00	\$809.48
11/22/2015	High Prairie - Meeting		\$124.63				\$124.63
11/30/2015	Peace River - Meeting		\$255.44	\$147.15			\$402.59
12/4/2015	Edmonton - Meeting		\$258.53		\$69.80	\$30.00	\$358.33
12/7/2015	Grouard-Meeting,		\$124.63				\$124.63

### 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
11/6/2015	Working Session	\$31.40	\$4.71	\$36.11
11/30/2015	Working Session	\$98.92	\$14.84	\$113.76