



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Ann Everatt

Position: President & Chief Executive Officer

Period Covered: September October 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
9/15/2015	High Level - Meeting		\$580.92	\$156.79	\$30.82	\$7.05	\$775.58
9/17/2015	Grande Prairie - Meeting		\$207.03	\$210.19	\$12.85	\$7.05	\$437.12
9/21/2015	Athabasca - Meeting		\$133.90				\$133.90
10/6/2015	Athabasca - Meeting		\$133.90				\$133.90
10/13/2015	Edmonton - Meeting		\$258.53	\$19.30	\$43.41	\$26.00	\$347.24
10/17/2015	Grouard-Meeting, High Prairie - Meeting		\$161.71				\$161.71
10/20/2015	Edmonton - Meeting		\$258.53	\$443.92			\$702.45
10/27/2015	Peace River - Meeting		\$255.44				\$255.44

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
9/15/2015	Working Session	\$68.23	\$10.00	\$78.23
9/22/2015	Working Session	\$33.08	\$4.96	\$69.74
10/20/2015	Working Session	\$63.89	\$9.58	\$73.47