



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Ann Everatt

Position: President & Chief Executive Officer

Period Covered: January and February 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
1/19/2015	Edmonton - Meeting with Gov Official				\$9.00		\$9.00
1/23/2015	Edmonton - Meeting with Gov Official			\$254.03	\$34.62		\$288.65
1/27/2015	Edmonton - Meeting with Gov Official				\$6.99	\$8.00	\$14.99
1/29/2015	Athabasca - Presentation to County of Athabasca					\$5.75	\$5.75
2/10/2015	Edmonton - Meeting with Gov Official				\$9.28	\$15.00	\$24.28
2/14/2015	Peace River - Shell Power Engineering Lab Opening Ceremony				\$8.50		\$8.50
January 1/15 - February 28/15	Fuel for Travel to: 7 Slave Lake, 4 Edmonton, 3 Peace River, 1 Athabasca		\$451.24				\$451.24

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
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