



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Ann Everatt

Position: President & Chief Executive Officer

Period Covered: July August 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 |
|----------------|---------------------------|---------|-----------------------|----------------|---------|---------|----------|
| 7/6/2015 | Peace River - Meeting | | \$255.44 | | \$36.23 | \$7.05 | \$298.72 |
| 7/9/2015 | Edmonton - Meeting | | \$258.53 | | | \$19.55 | \$278.08 |
| 8/10/2015 | Edmonton - Meeting | | \$258.53 | \$19.30 | | \$17.05 | \$294.88 |
| 8/13/2015 | High Prairie - Meeting | | \$124.63 | | | | \$124.63 |
| 8/14/2015 | Edmonton - Meeting | | \$258.53 | \$19.30 | \$4.58 | \$24.55 | \$306.96 |
| 8/17/2015 | Edmonton - Meeting | | \$258.53 | \$19.30 | \$9.00 | \$27.05 | \$313.88 |
| 8/18/2015 | Athabasca - Meeting | | \$133.90 | | \$34.55 | | \$168.45 |
| 8/26/2015 | Calling Lake - Meeting | | \$206.00 | | \$37.43 | \$7.05 | \$250.48 |
| 8/28/2015 | High Prairie - Meeting | | \$124.63 | | | | \$124.63 |

| | | | | | |
|-----------|--------------------|----------|---------|--------|----------|
| 8/31/2015 | Edmonton - Meeting | \$258.53 | \$19.30 | \$7.05 | \$284.88 |
|-----------|--------------------|----------|---------|--------|----------|

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 |
|------|---------------------------|-------|----------|--------|
|------|---------------------------|-------|----------|--------|