



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Ann Everatt

Position: President & Chief Executive Officer

Period Covered: March April 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
3/2/2015	Slave Lake - Meeting				\$38.04		\$38.04
3/5/2015	Calgary - CASDC			\$323.37	\$17.67	\$22.10	\$363.14
3/11/2015	Slave Lake - Meetings				\$82.11		\$82.11
3/12/2015	Grande Prairie - Meeting			\$250.69	\$54.22		\$304.91
3/20/2015	Edmonton - Meeting					\$30.00	\$30.00
3/26/2015	Edmonton - Meetings				\$9.00	\$49.50	\$58.50
3/31/2015	Peace River - Meeting			\$208.06			\$208.06
4/9/2015	High Level - Meeting			\$185.99	\$6.91		\$192.90

	Fuel for Travel to:11 Slave Lake,3 Edmonton, 2 Peace River, 1 Calgary, 1 Whitecourt, 1 Grande Prairie, 1 Valleyview, 1 Wabasca, 1 High Prairie, 1		
March 1/15 - April 30/15	High Level	\$614.52	\$614.52

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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