



**Northern  
Lakes  
College**

## TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

**Name:** Daniel Vandermeulen

**Position:** Chair, Board of Governors

**Period Covered:** January 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
1/6/2015	Grouard - Meeting		\$37.08				\$37.08
1/15/2015	Grouard - Meeting		\$37.08				\$37.08
2/13/2015	Grouard - Meeting		\$37.08				\$37.08
2/19/2015	Grouard - Meeting		\$37.08				\$37.08
2/27/2015	Peace River - Power lab Opening		\$130.81		\$51.00		\$181.81

### 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	Amount