



**Northern
Lakes
College**

TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Daniel Vandermeulen

Position: Chair, Board of Governors

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
3/4/2015	Edmonton - Meeting		\$375.95	\$19.30	\$77.00	\$7.05	\$479.30
3/5/2015	Calgary - Meeting		\$307.97	\$19.30	\$76.00	\$7.05	\$410.32
3/10/2015	Grouard - Meeting		\$37.08				\$37.08
3/19/2015	Slave Lake - Meeting		\$124.63				\$124.63
3/25/2015	Edmonton - Meeting		\$375.95	\$38.60	\$102.00	\$14.10	\$530.65
4/16/2015	Grouard - Meeting		\$37.08				\$37.08
4/29/2015	Wabasca - Shop Opening		\$268.83		\$15.00		\$283.83
4/30/2015	Grouard - Meeting		\$37.08				\$37.08

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