



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Daniel Vandermeulen

Position: Chair, Board of Governors

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
8/16/2015	Edmonton - Meeting		\$190.04	\$38.60	\$67.00	\$48.10	\$343.74
8/18/2015	Athabasca - Meeting		\$205.49		\$36.00		\$241.49
8/20/2015	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