



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Madeline McVey

Position: Vice-President, Academic

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
3/9/2015	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
3/11/2015	Slave Lake - Meeting		\$31.46				\$31.46
3/13/2015	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
3/15/2015	Calgary - Meeting	\$380.36	\$107.26	\$334.56	\$108.00	\$37.10	\$967.28
3/19/2015	Slave Lake - Meeting		\$31.46				\$31.46
3/23/2015	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
3/24/2015	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
3/30/2015	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
4/1/2015	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
4/13/2015	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46

4/21/2015 Slave Lake - Meeting	\$31.46		\$15.00		\$46.46
4/22/2015 Slave Lake - Meeting	\$31.46	\$19.30	\$91.00	\$14.10	\$155.86
4/28/2015 Slave Lake - Meeting	\$31.46		\$15.00		\$46.46

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