



## TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

**Name: Madeline McVey**

**Position: Vice-President, Academic**

**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
1/5/2015	Slave Lake - Meeting Internal		\$31.46		\$15.00		\$46.46
1/9/2015	Slave Lake - Meeting Internal		\$31.46		\$15.00		\$46.46
1/12/2015	Slave Lake - Meeting Internal		\$31.46		\$15.00		\$46.46
1/28/2015	Slave Lake - Meeting Internal		\$31.46		\$15.00		\$46.46
2/2/2015	Slave Lake - Meeting Internal		\$31.46				\$31.46
2/4/2015	Slave Lake - Meeting Internal		\$31.46		\$15.00		\$46.46
2/23/2015	Slave Lake - Meeting Internal		\$31.46		\$15.00		\$46.46
2/23/2015	Slave Lake - Meeting Internal		\$31.46		\$15.00		\$46.46
2/25/2015	Edmonton - ACAT		\$94.90	\$241.02	\$82.00	\$47.05	\$464.97

**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