



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Madeline McVey

Position: Vice-President, Academic

Period Covered: May June 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
5/4/2015	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
5/5/2015	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
5/6/2015	Grande Prairie - Meeting		\$52.26		\$15.00		\$67.26
5/7/2015	Athabasca - Meeting		\$64.48		\$15.00		\$79.48
5/11/2015	Barrhead - Meeting		\$64.74		\$15.00		\$79.74
5/13/2015	Peace River - Meeting		\$33.02	\$155.98		\$7.05	\$196.05
5/15/2015	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
5/22/2015	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
5/25/2015	Slave Lake - Meeting		\$31.46		\$41.00		\$72.46
5/26/2015	Edmonton - Meeting		\$94.90	\$185.19	\$52.00	\$7.05	\$339.14

5/29/2015 Slave Lake - Meeting	\$31.46		\$15.00		\$46.46
6/2/2015 Slave Lake - Meeting	\$31.46				\$31.46
6/4/2015 Peace River - Meeting	\$32.76		\$26.00		\$58.76
6/5/2015 Peace River - Meeting	\$32.76		\$15.00		\$47.76
6/8/2015 Slave Lake - Meeting	\$31.46		\$15.00		\$46.46
6/11/2015 Slave Lake - Meeting	\$31.46		\$89.51		\$120.97
6/15/2015 Slave Lake - Meeting	\$31.46		\$15.00		\$46.46
6/17/2015 Wabasca - Meeting	\$67.86		\$26.00		\$93.86
6/18/2015 Slave Lake - Meeting	\$31.46				\$31.46
6/22/2015 Slave Lake - Meeting	\$31.46		\$15.00		\$46.46
6/23/2015 Slave Lake - Meeting	\$31.46		\$15.00		\$46.46
6/24/2015 High Level - Meeting	\$109.98	\$164.63	\$66.00		\$340.61
6/28/2015 Edmonton - Meeting	\$94.90	\$312.12	\$113.00	\$14.10	\$534.12

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
