



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Madeline McVey

Position: Vice-President, Academic

Period Covered: November December 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
11/2/2015	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
11/3/2015	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
11/4/2015	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
11/6/2015	Slave Lake - Meeting		\$31.46				\$31.46
11/19/2015	Slave Lake - Meeting		\$31.46				\$31.46
11/23/2015	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
11/27/2015	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
11/30/2015	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
12/1/2015	Peace River - Meeting		\$33.02				\$33.02
12/4/2015	Athabasca - Meeting		\$64.48		\$15.00		\$79.48

12/9/2015 Wabasca - Meeting	\$67.86	\$15.00	\$82.86
12/14/2015 Slave Lake - Meeting	\$31.46	\$15.00	\$46.46
12/15/2015 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