



## TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

**Name:** Madeline McVey

**Position:** Vice-President, Academic

**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
7/8/2015	Slave Lake - Meetings		\$31.46		\$15.00		\$46.46
7/9/2015	Slave Lake - Meetings		\$31.46		\$15.00		\$46.46
7/14/2015	Slave Lake - Meetings		\$31.46		\$15.00		
7/23/2015	Slave Lake - Meetings		\$31.46		\$41.00		
7/24/2015	Slave Lake - Meetings		\$31.46		\$41.00		
7/27/2015	Slave Lake - Meetings		\$31.46		\$15.00		
8/13/2015	Slave Lake - Meetings		\$31.46		\$15.00		
8/17/2015	Slave Lake - Meetings		\$31.46		\$15.00		
8/20/2015	Slave Lake - Meetings		\$31.46		\$15.00		
8/25/2015	Slave Lake - Meetings		\$31.46	\$19.30	\$41.00	\$7.05	

8/26/2015	Calling Lake - Meetings		\$36.00
8/28/2015	Slave Lake - Meetings	\$31.46	\$15.00

### 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