



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Robert LeSage,

Position: Vice-President, Corporate Services & Chief Finance Officer

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 |
|----------------|---------------------------|---------|-----------------------|----------------|---------|---------|----------|
| 11/3/2015 | Fort Vermilion - Meeting | | | \$131.59 | \$87.53 | | \$219.12 |
| 11/6/2015 | Slave Lake - Meeting | | \$31.46 | | \$15.00 | | \$46.46 |
| 11/9/2015 | Slave Lake - Meeting | | \$31.46 | | \$15.00 | | \$46.46 |
| 11/19/2015 | Slave Lake - Meeting | | \$31.46 | | | | \$31.46 |
| 11/25/2015 | Calgary - Meetings | | \$172.64 | \$530.51 | \$92.00 | \$14.10 | \$809.25 |
| 12/3/2015 | Slave Lake - Meeting | | \$31.46 | | \$15.00 | | \$46.46 |
| 12/15/2015 | Slave Lake - Meeting | | \$31.46 | | | | \$31.46 |
| 12/16/2015 | Slave Lake - Meeting | | \$31.46 | | \$15.00 | | \$46.46 |
| 12/17/2015 | High Prairie - Meeting | | \$9.36 | | | | \$9.36 |

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 | Gratuity | Amount |
|------------|---------------------------|---------|----------|---------|
| 11/18/2015 | Working Session | \$31.76 | \$5.00 | \$36.76 |
| 12/15/2015 | Working Session | \$48.72 | \$7.31 | \$56.03 |
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