



## TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

**Name: Robert LeSage,**

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

**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
7/14/2015	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
7/16/2015	Slave Lake - Meeting		\$31.46		\$85.67		\$117.13
7/21/2015	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
8/4/2015	Slave Lake - Meeting		\$31.46		\$30.95		\$62.41
8/12/2015	Slave Lake - Meeting		\$31.46		\$36.08		\$67.54
8/13/2015	Peace River - Meeting		\$42.38				\$42.38
8/18/2015	Slave Lake - Meeting		\$31.46		\$64.99		\$96.45

## 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