



## TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

**Name:** Robert LeSage,

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

**Period Covered:** March April 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    |
|----------------|---------------------------|---------|-----------------------|----------------|----------|-------|----------|
| 3/3/2015       | Edmonton - Meeting        |         | \$96.72               | \$112.39       | \$102.00 |       | \$311.11 |
| 3/11/2015      | Slave Lake - Meeting      |         | \$31.46               |                | \$41.00  |       | \$72.46  |
| 3/19/2015      | Edmonton - Meeting        |         | \$95.81               | \$127.10       | \$41.00  |       | \$263.91 |
| 3/21/2015      | Edmonton - Meeting        |         |                       | \$172.36       |          |       | \$172.36 |
| 3/24/2015      | Slave Lake - Meeting      |         | \$31.46               |                | \$15.00  |       | \$46.46  |
| 4/1/2015       | Slave Lake - Meeting      |         | \$31.46               |                | \$41.00  |       | \$72.46  |
| 4/8/2015       | Edmonton - Meeting        |         | \$94.90               | \$163.50       | \$67.00  |       | \$325.40 |
| 4/9/2015       | Slave Lake - Meeting      |         |                       | \$141.26       |          |       | \$141.26 |
| 4/21/2015      | Slave Lake - Meeting      |         | \$31.46               |                | \$41.00  |       | \$72.46  |

**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 | Gratuity | Amount |
|------|---------------------------|-------|----------|--------|
|      |                           |       |          |        |