



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Robert LeSage,

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

Period Covered: September October 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
9/2/2015	Peace River - Meeting				\$26.00	\$7.05	\$33.05
9/3/2015	Slave Lake - Meeting		\$31.46	\$134.29	\$26.00	\$7.05	\$198.80
9/9/2015	Slave Lake - Meeting		\$31.46		\$26.00		\$57.46
9/15/2015	Slave Lake - Meeting		\$31.46		\$41.00		\$72.46
9/17/2015	Gift Lake - Meeting		\$13.00				\$13.00
9/18/2015	LaCrete - Meeting		\$132.08	\$130.80	\$41.00	\$7.05	\$310.93
9/22/2015	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
9/28/2015	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
9/30/2015	Victoria - Meeting	\$503.21	\$61.62	\$591.68	\$144.00	\$124.70	\$1,425.21
10/6/2015	Slave Lake - Meeting		\$31.46		\$41.00		\$72.46

10/7/2015 Slave Lake - Meeting	\$31.46				\$31.46
10/8/2015 Grande Prairie - Meeting	\$61.62			\$7.00	\$68.62
10/12/2015 Edmonton - Meeting	\$94.90	\$176.17	\$52.00		\$323.07
10/15/2015 Slave Lake - Meeting	\$31.46		\$15.00		\$46.46
10/20/2015 Edmonton - Meeting	\$94.90	\$763.77	\$52.00	\$14.10	\$924.77

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
9/3/2015	Working Session	\$36.49		\$36.49
9/9/2015	Working Session	\$67.00	\$10.06	\$77.06
10/12/2015	Working Session	\$78.20	\$11.73	\$90.93