



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Ann Everatt

Position: President & Chief Executive Officer

Period Covered: January February 2016

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
1/7/2016	High Prairie - Meeting		\$124.63				\$124.63
1/11/2016	High Prairie - Meeting		\$124.63				\$124.63
1/17/2016	Peavine - Meeting		\$185.40				\$185.40
1/20/2016	High Level - Meeting		\$662.81	\$329.26	\$9.01		\$1,001.08
1/26/2016	High Prairie - Meeting		\$124.63				\$124.63
1/28/2016	Grouard - Meeting		\$124.63				\$124.63
1/29/2016	Grouard - Meeting		\$124.63				\$124.63
2/3/2016	Calgary - Meeting		\$568.56	\$530.18	\$35.26		\$1,134.00
2/11/2016	Grouard - Meeting		\$124.63				\$124.63

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	Amount
1/20/2016	Hosting meal - BoG	\$506.25