



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Madeline McVey
Position: Vice-President, Academic
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
1/4/2016	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
1/8/2016	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
1/11/2016	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
1/18/2016	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
1/20/2016	Peace River - Meeting		\$33.02				\$33.02
1/21/2016	Edmonton - Meeting		\$94.90	\$156.06	\$77.00	\$22.05	\$350.01
1/25/2016	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46
1/31/2016	Edmonton - Meeting		\$47.45	\$327.12	\$51.00	\$22.05	\$447.62
2/2/2016	Athabasca - Meeting		\$70.46	\$118.81			\$189.27
2/5/2016	Slave Lake - Meeting		\$31.46		\$15.00		\$46.46

2/11/2016 Slave Lake - Meeting	\$31.46	\$19.30	\$41.00	\$7.05	\$98.81
2/16/2016 Slave Lake - Meeting	\$31.46		\$15.00		\$46.46
2/18/2016 Slave Lake - Meeting	\$31.46				\$31.46
2/19/2016 Slave Lake - Meeting	\$31.46		\$15.00		\$46.46
2/22/2016 Slave Lake - Meeting	\$31.46				\$31.46
2/23/2016 Slave Lake - Meeting	\$31.46		\$15.00		\$46.46
2/29/2016 Slave Lake - Meeting	\$31.46		\$15.00		\$46.46

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	Amount