

## TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Robert LeSage, Position: Vice-President, Corporate Services & Chief Finance 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
	1/5/2016 Slave Lake - Meeting		\$31.46	5	\$0.00		\$31.46
	1/13/2016 Edmonton - Meeting		\$95.81	\$297.06	\$92.00	\$7.05	\$491.92
	1/20/2016 High Level - Meeting			\$329.26	\$16.77		\$346.03
	2/4/2016 Slave Lake - Meeting		\$31.46	5	\$15.00		\$46.46
	2/17/2016 Slave Lake - Meeting		\$31.46	5	\$41.00		\$72.46
	2/22/2016 Slave Lake - Meeting		\$31.46	5	\$96.00	\$7.05	\$134.51
	2/26/2016 Slave Lake - Meeting		\$31.46	5			\$31.46

## **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
	1/5/2016 Working Lunch	\$57.78	\$8.67	\$66.45
	1/13/2016 Working Lunch	\$52.99	\$7.95	\$60.94
	2/23/2016 Working Lunch	\$71.62	\$10.74	\$82.36