

## TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

## Name: Robert LeSage Position: Vice President, Corporate Services & CFO Period Covered: January & February 2019

## 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	Tra	Other nsportation	Ac	commodation	Meals	Other	Total
01/07/19		Meeting - Slave Lake	\$ -	\$	139.65	\$	-	\$ 15.00	\$ -	\$ 154.65
01/09/19		Meeting - Slave Lake	\$ -	\$	69.83	\$	-	\$ 15.00	\$ -	\$ 84.83
01/09/19		Meeting - Grouard	\$ -	\$	64.05	\$	-	\$ 26.00	\$ -	\$ 90.05
01/10/19	01/11/19	Meeting - Grouard	\$ -	\$	133.88	\$	-	\$ 76.00	\$ -	\$ 209.88
01/14/19		Meeting - Slave Lake	\$ -	\$	139.65	\$	-	\$ 15.00	\$ -	\$ 154.65
01/17/19	01/18/19	Meeting - Edmonton	\$ -	\$	173.25	\$	116.76	\$ 36.00	\$ -	\$ 326.01
01/21/19	01/24/19	Meeting - Slave Lake	\$ -	\$	139.65	\$	265.96	\$ 61.00	\$ -	\$ 466.61
01/28/19	01/30/19	Meeting - Slave Lake	\$ -	\$	139.65	\$	-	\$ 10.00	\$ -	\$ 149.65
01/31/19		Meeting - Edmonton	\$ -	\$	173.25	\$	-	\$ 15.00	\$ -	\$ 188.25
02/04/19		Meeting - Slave Lake	\$ -	\$	139.65	\$	-	\$ -	\$ -	\$ 139.65
02/06/19		Meeting - Edmonton	\$ -	\$	173.25	\$	-	\$ -	\$ -	\$ 173.25
			\$ -						\$ -	\$ -
			\$ -						\$ -	\$ -
									\$ -	\$ -
									\$ -	\$ -
									\$ -	\$ -
			\$ -						\$ -	\$ -

## **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 business

Date(s)	Destination and Rationale	Meals	Other	Total