

TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Ann Everatt Position: President & CEO 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.

Trave	l date(s)	Destination and Rationale	Airfare	Tr	Other ransportation	Ac	ccommodation	Meals	Other		Total
01/08/19		Meeting - High Prairie	\$ -	\$	127.05	\$	-	\$ 15.00	\$-	\$	142.05
01/09/19		Meeting - High Prairie	\$ -	\$	127.05	\$	-	\$ 15.00	\$-	\$	142.05
01/14/19	01/16/19	Meeting - Edmonton	\$ -	\$	263.55	\$	274.28	\$ 77.00	\$ 26.6	0\$	641.43
01/17/19		Meeting - High Prairie	\$ -	\$	127.05	\$	-	\$ 15.00	\$-	\$	142.05
02/21/19		Meeting - Grouard	\$ -	\$	127.05	\$	-	\$ -	\$-	\$	127.05
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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)	De	estination and Rationale	Meals	Othe	r	Total
01/22/19	Meetings - Slave Lake		\$ 32.00	\$	-	\$ 32.00
01/23/19	Meetings - Slave Lake		\$ 33.05	\$	-	\$ 33.05