 NORTHERN LAKES COLLEGE

TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Madeline McVey
Position: Vice President, Academic
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	Other Transportation	Accommodation	Meals	Other	Total
01/07/19		Meeting - Slave Lake	$ -	$ 127.05	$ -	$ 15.00	$ -	$ 142.05
01/09/19		Meeting - Slave Lake	$ -	$ 127.05	$ -	$ 15.00	$ -	$ 142.05
01/14/19		Meeting - Slave Lake	$ -	$ 127.05	$ -	$ 15.00	$ -	$ 142.05
01/16/19		Meeting - Slave Lake	$ -	$ 127.05	$ -	$ 15.00	$ -	$ 142.05
01/17/19		Meeting - Slave Lake	$ -	$ 127.05	$ -	$ 15.00	$ -	$ 142.05
01/23/19	01/24/19	Meeting - Slave Lake	$ -	$ 127.05	$ 115.59	$ 25.00	$ -	$ 267.64
01/29/19		Meeting - Slave Lake	$ -	$ 127.05	$ -	$ 15.00	$ -	$ 142.05
02/01/19		Meeting - Slave Lake	$ -	$ 127.05	$ -	$ 15.00	$ -	$ 142.05
02/05/19		Meeting - Slave Lake	$ -	$ 127.05	$ 19.30	$ 41.00	$ -	$ 187.35
02/06/19		Meeting - Slave Lake	$ -	$ -	$ 19.30	$ 51.00	$ 7.05	$ 77.35
02/07/19		Meeting - Slave Lake	$ -	$ -	$ 19.30	$ 25.00	$ 7.05	$ 51.35
02/11/19		Meeting - Slave Lake	$ -	$ 127.05	$ -	$ 15.00	$ -	$ 142.05
02/13/19		Meeting - Slave Lake	$ -	$ 127.05	$ -	$ 15.00	$ -	$ 142.05
02/27/19		Meeting - Slave Lake	$ -	$ 127.05	$ -	$ 15.00	$ -	$ 142.05
								$ -
								$ -
								$ -

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