

TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Bruce D'Sena

Position: Chief Information Officer

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 ansportation	Acc	ommodation	Meals	Other	Total
01/18/19		Meetings - Grouard	\$ -	\$	127.05	\$	-	\$ 15.00	\$ -	\$ 142.05
01/27/19		Meetings	\$ -	\$	-	\$	-	\$ -	\$ 234.70	\$ 234.70
02/21/19		Meetings - Grouard	\$ -	\$	127.05	\$	-	\$ -	\$ -	\$ 127.05
02/25/19	02/27/19	Meetings - Calgary	\$ -	\$	581.70	\$	-	\$ 41.00	\$ 30.60	\$ 653.30
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Hospitality and Working Sessions

^{*} 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
1/8/2019	Meetings - Slave Lake		\$ 39.36 \$	-	\$ 39.36

^{*} 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.