



TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Dana Hynes
Position: Executive Director, Human Resources and Health & Safety
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
01/14/19 01/16/19	Meetings - Edmonton		\$ 263.55	\$ 149.01	\$ 92.00	\$ -	\$ 504.56

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
1/21/2019	Slave Lake - Meetings	\$ 106.40	\$ -	\$ 106.40
		\$ -	\$ -	\$ -