

TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Bruce D'Sena

Position: Chief Information Officer

Period Covered: September & October 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	Tr	Other ansportation	Ac	commodation	Meal	S	Other	Total
09	/18/19	09/19/19	Meeting - Peace River	\$ -	\$	256.20	\$	120.16 \$		-	\$ -	\$ 376.36
09	/23/19		Meeting - Grouard	\$ -	\$	127.06	\$	- \$		-	\$ -	\$ 127.06
09	/30/19		Meeting - High Prairie	\$ -	\$	127.05	\$	- \$		-	\$ -	\$ 127.05

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