

## TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Diane Smith

Position: Executive Director, Student Services 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	T	Other ransportation	A	ccommodation	Meals		Other	Total
09/10/19		Meetings - High Level	\$ -	\$	-	\$	156.46	\$ -	\$	-	\$ 156.46
09/18/19		Meetings - Peace River	\$ -	\$	256.20	\$	-	\$ 26.00	\$	-	\$ 282.20
10/02/19		Meetings - Grouard	\$ -	\$	127.05	\$	-	\$ -	\$	-	\$ 127.05
10/16/19	10/17/19	Meetings - Edmonton	\$ -	\$	301.35	\$	139.22	\$ 51.00	\$	-	\$ 409.25
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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)	Destination and Rationale	Meals	Other	Total
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