



TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Ann Everatt
Position: President & CEO
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	Other Transportation	Accommodation	Meals	Other	Total
09/03/19	Meeting - Athabasca	\$ -	\$ 136.50	\$ -	\$ 61.58	\$ -	\$ 198.08
09/09/19 09/11/19	Meeting- High Level & Fort Vermilion	\$ -	\$ 624.75	\$ 312.92	\$ 68.69	\$ -	\$ 1,006.36
09/17/19 09/18/19	Meeting - Peace River	\$ -	\$ 128.10	\$ 120.16	\$ 61.58	\$ -	\$ 309.84
09/19/19 09/21/19	Meeting- Edmonton	\$ -	\$ 425.78	\$ 377.77	\$ 88.00	\$ -	\$ 891.55
09/23/19	Meeting - Peace River	\$ -	\$ -	\$ 102.46	\$ -	\$ -	\$ 102.46
10/10/19	Meeting - Calgary	\$ 409.76	\$ -	\$ -	\$ -	\$ -	\$ 409.76
10/15/19	Meeting - Calgary	\$ 529.46	\$ -	\$ -	\$ -	\$ -	\$ 529.46
10/15/19	Meeting- High Prairie	\$ -	\$ 127.05	\$ -	\$ -	\$ -	\$ 127.05
10/16/19	Meeting- High Prairie	\$ -	\$ 127.05	\$ -	\$ -	\$ -	\$ 127.05
10/23/19	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
09/09/19 9/11/19	Stakeholder Consultations - High Level & Fort Vermilion	\$ 191.75	\$ -	\$ 191.75
10/23/19	Delegation to Council - Big Lakes County	\$ 42.80	\$ -	\$ 42.80