

TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Dana Hynes Position: Executive Director, Human Resources and Health & Safety 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 d | late(s) | Destination and Rationale | Airfare | Tr | Other ansportation | Ac | commodation | Meals | Other | Total |
|----------|----------|---------------------------|---------|----|-----------------------|----|-------------|--------------|-----------------|--------|
| 10/02/19 | 10/04/19 | Meeting - Edmonton | \$ - | \$ | 263.55 | \$ | 38.60 | \$ 102.00 | \$ 51.32 \$ | 455.47 |
| 10/17/19 | 10/19/19 | Meeting - Edmonton | \$ - | \$ | 263.55 | \$ | 19.30 | \$ 62.00 | \$ 211.86 \$ | 556.71 |

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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