



TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Madeline McVey
Position: Vice President, Academic
Period Covered: November & December 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 |
|-------------------|---------------------------|---------|----------------------|---------------|----------|-------|-----------|
| 11/01/19 | Meeting - Slave Lake | \$ - | \$ - | \$ - | \$ 15.00 | \$ - | \$ 15.00 |
| 11/04/19 | Meeting - Slave Lake | \$ - | \$ 127.05 | \$ - | \$ 15.00 | \$ - | \$ 142.05 |
| 11/07/19 11/08/19 | Meeting - Slave Lake | \$ - | \$ 127.05 | \$ 19.30 | \$ 87.00 | \$ - | \$ 233.35 |
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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 |
|------------|---------------------------|----------|-------|----------|
| 10/29/2019 | MPP Review Meetings | \$ 21.96 | \$ - | \$ 21.96 |
| 10/30/2019 | MPP Review Meetings | \$ 33.58 | \$ - | \$ 33.58 |