

TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Robert LeSage

Position: Vice President, Corporate Services & CFO 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		Airfare	Other re Transportation			Accommodation		Meals		Other	Total	
11/04/19		Meetings - Slave Lake	\$	-	\$	139.65	\$	-	\$	15.00	\$	-	\$	154.65
11/12/19	11/15/19	Meetings - Slave Lake & Grouard	\$	-	\$	267.76	\$	-	\$	30.00	\$	-	\$	297.76
11/18/19		Meetings - Grouard & Peace River	\$	-	\$	430.52	\$	-	\$	60.00	\$	-	\$	490.52

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	
		\$	-	\$	-	\$	-	
		\$	-	\$	-	\$	-	