

## TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

## Name: Ann Everatt Position: President & CEO 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		Accommodation		Meals		Other		Total	
	()			Tr	ansportation									
11/01/19	11/02/19	Meetings - Edmonton & Calgary	\$ -	\$	194.13	\$	627.30	\$	106.47	\$	-	\$	927.90	
11/21/19		Meetings - Athabasca	\$ -	\$	136.50	\$	-	\$	-	\$	-	\$	136.50	
11/24/19	11/25/19	Meetings - Medicine Hat	\$ -	\$	263.55	\$	207.89	\$	26.00	\$	-	\$	497.44	
12/19/19		Meetings - High Prairie	\$ -	\$	127.05	\$	-	\$	-	\$	-	\$	127.05	
11/06/19		Meetings - Calgary	\$ 409.76	\$	-	\$	-	\$	-	\$	-	\$	409.76	
12/09/19		Meetings - Calgary	\$ -	\$	75.00	\$	375.14	\$	-	\$	-	\$	450.14	

## **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
11/25/19	Meeting with Medicine Hat College	\$ 61.28	\$ -	\$ 61.28
		\$ -	\$ -	\$ -