

TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Bruce D'Sena Position: Chief Information Officer 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	Tr	Other ansportation	Ac	ccommodation	Meals	Other	Total
12/09/19	12/11/19	Meetings - Edmonton	\$ -	\$	274.08	\$	300.88	\$ 99.71	\$ 7.05	\$ 681.72
12/16/20		Meetings - Grouard	\$ -	\$	61.95	\$	- 9	\$ -	\$ -	\$ 61.95
12/19/19		Meetings - High Prairie	\$ -	\$	61.43	\$	- 9	\$ -	\$ -	\$ 61.43

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

12/5/2019 12/6/2019 IT Services Department - Staff Meeting \$ 222.16	Date(s)	Destination and Rationale		als	Other	Total	
	12/5/2019	12/6/2019 IT Services Department - Staff Meeting \$		222.16			