



**TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT**

**Name: Diane Smith**  
**Position: Executive Director, Student Services**  
**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
11/14/19	Meetings - Grouard	\$ -	\$ 127.05	\$ -	\$ -	\$ -	\$ 127.05
11/21/19	Meetings - Athabasca	\$ -	\$ 136.50	\$ -	\$ -	\$ -	\$ 136.50
11/24/19 11/25/19	Meetings - Medicine Hat	\$ -	\$ 264.60	\$ 183.67	\$ 36.00	\$ -	\$ 484.27
12/19/19	Meetings - High Prairie	\$ -	\$ 127.05	\$ -	\$ -	\$ -	\$ 127.05

**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