



Northern Lakes College is committed to enhanced transparency and accountability in its reporting.  
 Northern Lakes College Travel Expense, Hospitality and Public Disclosure Policy reflects our commitment to responsible spending.

Expense reports for travel, hospitality and working sessions incurred and allowances claimed in relation to Northern Lakes College business conducted by the Board of Governors and Executive Team will be posted on a bi-monthly basis within 30 days past the 1st of the month.

**Bi-monthly Travel, Hospitality and Working Session Expense Report  
 For the period March 1 to April 30, 2020**

<b>Daniel Vandermeulen Chair, Board of Governors</b>						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
nil report						
<b>Ann Everatt President &amp; CEO</b>						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting with Deputy Minister and Assistant Deputy Minister, Advanced Education	Mar 1-2, 2020		\$ 527.69	\$ -	\$ -	\$ 527.69
		Travel - Accommodation	\$ 207.89	\$ -	\$ -	\$ 207.89
		Travel - Meals	\$ 51.00	\$ -	\$ -	\$ 51.00
		Travel - Mileage	\$ 268.80	\$ -	\$ -	\$ 268.80
GPCRC President Installation	Mar 5-7, 2020		\$ 749.41	\$ -	\$ -	\$ 749.41
		Travel - Accommodation	\$ 323.34	\$ -	\$ -	\$ 323.34
		Travel - Meals	\$ 96.37	\$ -	\$ -	\$ 96.37
		Travel - Mileage	\$ 329.70	\$ -	\$ -	\$ 329.70
COPPOA Meeting in Edmonton	Mar 12-13, 2020		\$ 314.59	\$ -	\$ -	\$ 314.59
		Travel - Accommodation	\$ 252.59	\$ -	\$ -	\$ 252.59
		Travel - Meals	\$ 62.00	\$ -	\$ -	\$ 62.00
High Prairie Campus Visit - Travel from Slave Lake to High Prairie	Apr 21, 2020		\$ 117.16	\$ -	\$ -	\$ 117.16
		Travel - Mileage	\$ 117.16	\$ -	\$ -	\$ 117.16
<b>TOTAL:</b>			<b>\$ 1,708.85</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,708.85</b>
<b>Glenn Mitchell Vice President, Academic</b>						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
nil report						
<b>Dana Hynes Executive Director, Human Resources and Health &amp; Safety</b>						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
nil report						
<b>Diane Smith Executive Director, Student Services</b>						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
nil report						

**Sergey Semagin**  
**Executive Director, Finance Services**

Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
nil report						

**Bruce D'Sena**  
**Chief Information Officer**

Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Senior Leadership Team Working Session	Mar 4 2020		\$ 72.98	\$ -	\$ -	\$ 72.98
		Working Session	\$ 72.98	\$ -	\$ -	\$ 72.98
<b>TOTAL:</b>			<b>\$ 72.98</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 72.98</b>

*Incidentals include rental vehicles, long distance telephone calls and so forth whilst on travel status.*

*Hospitality means the provision, at public expense, of food, beverage, accommodation, transportation and other amenities to guests who are not employed by the College or on the Board of Governors. Hosting representatives are included in the hospitality expense.*

*Working Session means a function which meets all of the following conditions:*

- External guests are not present; only College employees, Board members, or students are in attendance,
- A meeting approved by a member of senior management, the Board or the CCEC is in progress, on or off-campus,
- Food or beverage is required as a matter of courtesy or protocol,
- Food costs are in line with the usual travel expense meal rates as set out in Schedule A of the Travel Expense, Hospitality and Public Disclosure Policy, and;
- Approvers stay within limits for working sessions established in the Delegation of Authority Matrix.