



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 January 1, 2020 to February 29, 2020**

Daniel Vandermeulen Chair, Board of Governors						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting with President and local community representative	Jan 20, 2020		\$ 124.43	\$ -	\$ -	\$ 124.43
		Travel - Mileage	\$ 124.43	\$ -	\$ -	\$ 124.43
Board of Governors Meeting in Gift Lake	Jan 23, 2020		\$ 89.25	\$ -	\$ -	\$ 89.25
		Travel - Mileage	\$ 89.25	\$ -	\$ -	\$ 89.25
Meeting with President & MLA Pat Rehn	Jan 24, 2020		\$ 124.43	\$ -	\$ -	\$ 124.43
		Travel - Mileage	\$ 124.43	\$ -	\$ -	\$ 124.43
Council of Community Education Meeting in Slave Lake	Feb 5, 2020		\$ 124.43	\$ -	\$ -	\$ 124.43
		Travel - Mileage	\$ 124.43	\$ -	\$ -	\$ 124.43
Board of Governors Meeting & Retreat in Slave Lake	Feb 19-20, 2020		\$ 240.47	\$ -	\$ -	\$ 240.47
		Travel - Mileage	\$ 124.43	\$ -	\$ -	\$ 124.43
		Travel - Per Diem	\$ 7.05	\$ -	\$ -	\$ 7.05
		Travel - Accommodation	\$ 108.99	\$ -	\$ -	\$ 108.99
TOTAL:			\$ 703.01	\$ -	\$ -	\$ 703.01
Ann Everatt President & CEO						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting with Medicine Hat College	Jan 29-31, 2020		\$ 1,286.36	\$ -	\$ -	\$ 1,286.36
		Travel - Accommodation	\$ 217.65	\$ -	\$ -	\$ 217.65
		Travel - Airfare	\$ 676.46	\$ -	\$ -	\$ 676.46
		Travel - Meals	\$ 95.09	\$ -	\$ -	\$ 95.09
		Travel - Mileage	\$ 297.16	\$ -	\$ -	\$ 297.16
Meeting in Athabasca	Feb 4, 2020		\$ 179.34	\$ -	\$ -	\$ 179.34
		Travel - Mileage	\$ 140.70	\$ -	\$ -	\$ 140.70
		Travel - Meals	\$ 38.64	\$ -	\$ -	\$ 38.64
Media Release in Calgary	Feb 14-15, 2020		\$ 36.00	\$ -	\$ -	\$ 36.00
		Travel - Meals	\$ 36.00	\$ -	\$ -	\$ 36.00
		Travel - Accommodation	\$ 157.57	\$ -	\$ -	\$ 157.57
Executive Team Meeting	Feb 25, 2020		\$ 116.84	\$ -	\$ -	\$ 116.84
		Working Session	\$ 116.84	\$ -	\$ -	\$ 116.84
Meeting with student at community base	Feb 28, 2020		\$ 132.30	\$ -	\$ -	\$ 132.30
		Travel - Mileage	\$ 132.30	\$ -	\$ -	\$ 132.30

TOTAL:			\$ 1,750.84	\$ -	\$ -	\$ 1,750.84
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Glenn Mitchell
Vice President, Academic

Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
SAO and ACOSAO Meetings	Jan 22-25, 2020		\$ 1,210.82	\$ -	\$ -	\$ 1,210.82
		Travel - Accommodation	\$ 301.45	\$ -	\$ -	\$ 301.45
		Travel - Airfare	\$ 526.31	\$ -	\$ -	\$ 526.31
		Travel - Mileage	\$ 295.06	\$ -	\$ -	\$ 295.06
		Travel - Meals	\$ 88.00	\$ -	\$ -	\$ 88.00
Meetings with Medicine Hat College	Jan 29-31, 2020		\$ 1,122.18	\$ -	\$ -	\$ 1,122.18
		Travel - Mileage	\$ 851.04	\$ -	\$ -	\$ 851.04
		Travel - Meals	\$ 77.00	\$ -	\$ -	\$ 77.00
		Travel - Accommodation	\$ 194.14	\$ -	\$ -	\$ 194.14
TOTAL:			\$ 2,333.00	\$ -	\$ -	\$ 2,333.00

Dana Hynes
Executive Director, Human Resources and Health & Safety

Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
PBCO Training Session	Jan 22-24, 2020		\$ -	\$ -	\$ 374.14	\$ 374.14
		Travel - Accommodation	\$ -	\$ -	\$ 175.36	\$ 175.36
		Travel - Meals	\$ -	\$ -	\$ 67.00	\$ 67.00
		Travel - Mileage	\$ -	\$ -	\$ 131.78	\$ 131.78
TOTAL:			\$ -	\$ -	\$ 374.14	\$ 374.14

Diane Smith
Executive Director, Student Services

Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Board of Governors Meeting in Gift Lake and Seminar in Edmonton	Jan 23-24, 2020		\$ 624.72	\$ -	\$ -	\$ 624.72
		Travel - Accommodation	\$ 130.62	\$ -	\$ -	\$ 130.62
		Travel - Mileage	\$ 443.10	\$ -	\$ -	\$ 443.10
		Travel - Meals	\$ 51.00	\$ -	\$ -	\$ 51.00
Meeting with Medicine Hat College	Jan 29-31, 2020		\$ 1,365.92	\$ -	\$ -	\$ 1,365.92
		Travel - Meals	\$ 152.06	\$ -	\$ -	\$ 152.06
		Travel - Taxi	\$ 15.76	\$ -	\$ -	\$ 15.76
		Travel - Accommodation	\$ 217.65	\$ -	\$ -	\$ 217.65
		Travel - Airfare	\$ 676.46	\$ -	\$ -	\$ 676.46
		Travel - Mileage	\$ 296.94	\$ -	\$ -	\$ 296.94
		Travel - Per Diem	\$ 7.05	\$ -	\$ -	\$ 7.05
Meeting in Peace River	Feb 13, 2020		\$ 273.30	\$ -	\$ -	\$ 273.30
		Travel - Mileage	\$ 258.30	\$ -	\$ -	\$ 258.30
		Travel - Meals	\$ 15.00	\$ -	\$ -	\$ 15.00
TOTAL:			\$ 2,263.94	\$ -	\$ -	\$ 2,263.94

Sergey Semagin
Executive Director, Finance Services

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

			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
TOTAL:			\$ -	\$ -	\$ -	\$ -
Bruce D'Sena						
Chief Information Officer						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
nil report						

***Incidentals include rental vehicles, long distance telephone calls and so forth whilst on travel status. Hospitality expenses are incurred when, in the course of doing business or as a courtesy, Northern Lakes College staff cover food and beverage related expenses for someone not employed as staff. A working session is a non-travel meal expense incurred while in the course of conducting business.*