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 July 1, 2020 to August 31, 2020

Daniel Vandermeulen Chair, Board of Governors						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting with Town of Drayton Valley in Slave Lake	July 16, 2020					**$ 121.28**
		Travel - Mileage	$ 121.28	$ -	$ -	$ 121.28
Meeting with President Interview Panel in Slave Lake	July 24, 2020					**$ 121.28**
		Travel - Mileage	$ 121.28	$ -	$ -	$ 121.28
Meeting with President Interview Panel in Slave Lake	Aug 10, 2020					**$ 136.28**
		Travel - Mileage	$ 121.28	$ -	$ -	$ 121.28
		Travel - Meals	$ 15.00	$ -	$ -	$ 15.00
		TOTAL:	**$ 378.84**	**$ -**	**$ -**	**$ 378.84**
Ann Everatt President & CEO						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Visit to High Prairie Campus	July 10, 2020					**$ 116.66**
		Travel - Mileage	$ 116.66	$ -	$ -	$ 116.66
Meeting with Town of Drayton Valley						**$ 186.76**
		Hospitality	$ -	$ 186.76	$ -	$ 186.76
Visit to High Prairie Campus	July 17, 2020					**$ 116.66**
		Travel - Mileage	$ 116.66	$ -	$ -	$ 116.66
Meeting with Ministry of Advanced Education	July 28, 2020					**$ 40.00**
		Travel - Parking	$ 40.00	$ -	$ -	$ 40.00
Meeting with Chair, Board of Govenors: Travel from Slave Lake to High Prairie and return	Aug 5, 2020					**$ 119.70**
		Travel - Meals	$ 38.34	$ -	$ -	$ -
		Travel - Mileage	$ 119.70			$ 119.70
		TOTAL:	**$ 431.36**	**$ 186.76**	**$ -**	**$ 618.12**
Glenn Mitchell Vice President, Academic						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting with Newfoundland Paramedic Cohort	July 16-18, 2020					**$ 102.00**
		Travel - Meals	$ 102.00	$ -	$ -	$ 102.00
Meeting with Fox Creek SAO in Fox Creek	Aug 16, 2020					**$ 269.85**
		Travel - Meals	$ 15.00			
		Travel - Mileage	$ 269.85	$ -	$ -	$ 269.85
		TOTAL:	**$ 386.85**	**$ -**	**$ -**	**$ 386.85**

Dana Hynes **Executive Director, Human Resources and Health & Safety**						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
nil report						
Diane Smith **Executive Director, Student Services**						
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:
nil report						

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. Hostingrepresentatives 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 Disclsoure Policy, and;*
- *Approvers stay within limits for working sessions established in the Delegation of Authority Matrix.*

Hospitality

Working Session

Event Registration Fees

Travel - Accommodation

Travel - Airfare

Travel - Fuel

Travel - Incidentals

Travel - Meals

Travel - Mileage

Travel - Parking

Travel - Per Diem

Travel - Taxi