



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 May 1, 2020 to June 30, 2020**

<b>Daniel Vandermeulen</b>						
<b>Chair, Board of Governors</b>						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting with sister institutions	May 20, 2020					\$ 260.40
		Travel - Mileage	\$ 260.40	\$ -	\$ -	\$ 260.40
<b>TOTAL:</b>			<b>\$ 260.40</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 260.40</b>
<b>Ann Everatt</b>						
<b>President &amp; CEO</b>						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting with Town of Drayton Valley	June 23, 2020					\$ 332.85
		Travel - Accommodation	\$ 155.69	\$ -	\$ -	\$ 155.69
		Travel - Mileage	\$ 177.16	\$ -	\$ -	\$ 177.16
<b>TOTAL:</b>			<b>\$ 332.85</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 332.85</b>
<b>Glenn Mitchell</b>						
<b>Vice President, Academic</b>						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting with CETC in Edmonton and Town of Drayton Valley: Travel from Slave Lake to Edmonton to Drayton Valley and return	June 22-23, 2020					\$ 555.86
		Travel - Accommodation	\$ 139.22	\$ -	\$ -	\$ 139.22
		Travel - Meals	\$ 36.00	\$ -	\$ -	\$ 36.00
		Travel - Mileage	\$ 380.64	\$ -	\$ -	\$ 380.64
<b>TOTAL:</b>			<b>\$ 555.86</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 555.86</b>
<b>Dana Hynes</b>						
<b>Executive Director, Human Resources and Health &amp; Safety</b>						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
nil report						
<b>Diane Smith</b>						
<b>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:
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. 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.

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