



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 September 1, 2020 to October 31, 2020**

Daniel Vandermeulen Chair, Board of Governors						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting w/ President at Slave Lake Campus	Sep 15, 2020	Travel - Mileage	\$ 121.28	\$ -	\$ -	\$ 121.28
Board of Governors Meeting Slave Lake Campus	Sep 17, 2020	Travel - Mileage	\$ 121.28	\$ -	\$ -	\$ 121.28
Meeting w/ President at Slave Lake Campus	Oct 13, 2020	Travel - Mileage	\$ 121.28			
Board of Governors Meeting Slave Lake Campus	Oct 21, 2020	Travel - Mileage	\$ 121.28	\$ -	\$ -	\$ 121.28
TOTAL:			\$ 485.12	\$ -	\$ -	\$ 485.12
Glenn Mitchell President & CEO						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting w/ Ministry of Advance Education and PBCO Session	Sep 1-3, 2020	Travel - Accommodation	\$ 233.40	\$ -	\$ -	\$ 233.40
		Travel - Meals	\$ 92.25			\$ 92.25
		Travel - Per Diem	\$ 14.10			\$ 14.10
		Travel - Mileage	\$ 420.67	\$ -	\$ -	\$ 420.67
High Prairie Campus Visit - Travel from Slave Lake	Sep 9, 2020	Travel - Mileage	\$ 117.16		\$ -	\$ 117.16
High Prairie Campus Visit - Travel from Slave Lake	Oct 9, 2020	Travel - Mileage	\$ 117.16	\$ -	\$ -	\$ 117.16
High Prairie Campus Visit - Travel from Slave Lake	Oct 16, 2020	Travel - Parking	\$ 117.16	\$ -	\$ -	\$ 117.16
TOTAL:			\$ 1,111.90	\$ -	\$ -	\$ 1,111.90
Dana Hynes Executive Director, Human Resources and Health & Safety						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
PBCO Conference in Red Deer	Sep 1-3, 2020	Travel - Accommodation	\$ 127.21			\$ 127.21
		Travel - Meals	\$ 128.00			\$ 128.00
		Travel - Mileage	\$ 268.80		\$ -	\$ 268.80
TOTAL:			\$ 524.01	\$ -	\$ -	\$ 524.01

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. 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.