



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 to October 31, 2022

Barry Sharkawi Chair, Board of Governors						
Purpose	Date	Expense Classification	Travel	Hospitality	Development	Total:
Meeting - Edmonton	Sep 7-8, 2022					\$ 373.20
		Travel - Meals	\$ 62.30	\$ -	\$ -	\$ 62.30
		Travel - Incidentals	\$ 7.05	\$ -	\$ -	\$ 7.05
		Travel - Accommodation	\$ 19.30	\$ -	\$ -	\$ 19.30
		Travel - Mileage	\$ 373.20	\$ -	\$ -	\$ 373.20
Meeting - Slave Lake	Oct 18, 2022					\$ 116.66
		Travel - Mileage	\$ 116.66	\$ -	\$ -	\$ 116.66
Meeting - Slave Lake	Oct 19, 2022					\$ 116.66
		Travel - Mileage	\$ 116.66	\$ -	\$ -	\$ 116.66
TOTAL:			\$ 695.17	\$ -	\$ -	\$ 695.17
Dr. Glenn Mitchell President & CEO						
Purpose	Date	Expense Classification	Travel	Hospitality	Development	Total:
Meeting - Edmonton	Sep 8, 2022					\$ 270.16
		Travel - Incidentals	\$ 3.75	\$ -	\$ -	\$ 3.75
		Travel - Meals	\$ 11.60	\$ -	\$ -	\$ 11.60
		Travel - Mileage	\$ 258.56	\$ -	\$ -	\$ 258.56
Pan-Commonwealth Forum	Sep 13-17, 2022					\$ 2,355.79
		Travel - Accommodation	\$ 784.78	\$ -	\$ -	\$ 784.78
		Event Registration Fees	\$ -	\$ -	\$ 765.00	\$ 765.00
		Travel - Incidentals	\$ 72.20	\$ -	\$ -	\$ 72.20
		Travel - Meals	\$ 177.80	\$ -	\$ -	\$ 177.80
		Travel - Mileage	\$ 556.01	\$ -	\$ -	\$ 556.01
Meeting - Slave Lake	Oct 18, 2022					\$ 23.11
		Working Session	\$ 23.11			\$ 23.11
Meeting - Edmonton	Sep 23, 2022					\$ 272.20
		Travel - Mileage	\$ 272.20	\$ -	\$ -	\$ 272.20
Meeting - Grouard	Oct 27, 2022					\$ 131.29
		Travel - Meals	\$ 11.60	\$ -	\$ -	\$ 11.60
		Travel - Mileage	\$ 119.69	\$ -	\$ -	\$ 119.69
Meeting - McLennan & Peace River	Oct 31, 2022					\$ 156.58
		Travel - Meals	\$ 32.35	\$ -	\$ -	\$ 32.35
		Travel - Mileage	\$ 124.23	\$ -	\$ -	\$ 124.23
TOTAL:			\$ 2,447.88	\$ -	\$ 765.00	\$ 3,212.88

Dana Hynes						
Executive Director, Human Resources and Health & Safety						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting - Edmonton	Sep 27, 2022					\$ 277.50
		Travel - Meals	\$ 15.00	\$ -	\$ -	\$ 15.00
		Travel - Mileage	\$ 262.50	\$ -	\$ -	\$ 262.50
Meeting - Trout Lake	Sep 29, 2022					\$ 15.00
		Travel - Incidentals	\$ 15.00	\$ -	\$ -	\$ 15.00
TOTAL:			\$ 292.50	\$ -	\$ -	\$ 292.50
Dr. Sandy Vanderburgh						
Vice President, Academic						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting - Drayton Valley	Sep 15-16, 2022					\$ 323.91
		Travel - Meals	\$ 9.20	\$ -	\$ -	\$ 9.20
		Travel - Accommodation	\$ 150.08	\$ -	\$ -	\$ 150.08
		Travel - Mileage	\$ 164.63	\$ -	\$ -	\$ 164.63
PEMAC Conference	Sep 16-22, 2022					\$ 904.29
		Travel - Accommodation	\$ 581.73	\$ -	\$ -	\$ 581.73
		Travel - Accommodation	\$ 799.61	\$ -	\$ -	\$ 799.61
		Travel - Incidentals	\$ 29.40	\$ -	\$ -	\$ 29.40
		Travel - Meals	\$ 92.20	\$ -	\$ -	\$ 92.20
		Travel - Mileage	\$ 200.96	\$ -	\$ -	\$ 200.96
TOTAL:			\$ 2,027.81	\$ -	\$ -	\$ 2,027.81
Sergey Semagin						
Executive Director, Finance Services						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting Slave Lake	Sep 23, 2022					\$ 233.83
		Hospitality	\$ -	\$ 233.83	\$ -	\$ 233.83
Meeting - Calgary	Oct 6-7, 2022					\$ 649.22
		Travel - Meals	\$ 51.00	\$ -	\$ -	\$ 51.00
		Travel - Accommodation	\$ 262.34	\$ -	\$ -	\$ 262.34
		Travel - Incidentals	\$ 14.05	\$ -	\$ -	\$ 14.05
		Travel - Mileage	\$ 321.83	\$ -	\$ -	\$ 321.83
CPA Conference (partial prepayment and actual charges for November 1-2 conference)	Oct 31, 2022					\$ 3,098.67
		Travel - Incidentals	\$ 158.78	\$ -	\$ -	\$ 158.78
		Travel - Accommodation	\$ 518.84	\$ -	\$ -	\$ 518.84
		Travel - Incidentals	\$ 78.00	\$ -	\$ 1,463.35	\$ 1,541.35
		Travel - Airfare	\$ 879.70	\$ -	\$ -	\$ 879.70
TOTAL:			\$ 2,284.54	\$ 233.83	\$ 1,463.35	\$ 3,981.72

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.