



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 November 1 to December 31, 2023**

<b>Barry Sharkawi Chair, Board of Governors</b>						
Purpose	Date	Expense Classification	Travel	Hospitality	Development	Total:
Meeting - Edmonton	Nov 30-Dec 1					\$ <b>373.20</b>
		Travel - Accommodation	\$ 20.15	\$ -	\$ -	\$ 20.15
		Travel - Meals	\$ 53.15	\$ -	\$ -	\$ 53.15
		Travel - Mileage	\$ 373.20	\$ -	\$ -	\$ 373.20
		<b>TOTAL:</b>	\$ <b>446.50</b>	\$ -	\$ -	\$ <b>446.50</b>
<b>Dr. Glenn Mitchell President &amp; CEO</b>						
Purpose	Date	Expense Classification	Travel	Hospitality	Development	Total:
Meeting - High Prairie	Nov 6					\$ <b>116.66</b>
		Travel - Mileage	\$ 116.66	\$ -	\$ -	\$ 116.66
Meeting - Edmonton	Nov 7-10					\$ <b>281.77</b>
		Travel - Accommodation	\$ 479.55	\$ -	\$ -	\$ 479.55
		Travel - Meals	\$ 89.85	\$ -	\$ -	\$ 89.85
		Travel - Mileage	\$ 259.57	\$ -	\$ -	\$ 259.57
		Travel - Incidentals	\$ 22.20	\$ -	\$ -	\$ 22.20
Meeting - Northern Tour	Nov 21-23					\$ <b>708.67</b>
		Travel - Accommodation	\$ 294.33	\$ -	\$ -	\$ 294.33
		Travel - Meals	\$ 94.70	\$ -	\$ -	\$ 94.70
		Travel - Mileage	\$ 693.97	\$ -	\$ -	\$ 693.97
		Travel - Incidentals	\$ 14.70	\$ -	\$ -	\$ 14.70
Meeting - Edmonton	Nov 30-Dec 1					\$ <b>155.35</b>
		Travel - Accommodation	\$ 357.02	\$ -	\$ -	\$ 357.02
		Travel - Meals		\$ -	\$ -	\$ -
		Travel - Mileage	\$ 136.35	\$ -	\$ -	\$ 136.35
		Travel - Incidentals	\$ 19.00	\$ -	\$ -	\$ 19.00
		<b>TOTAL:</b>	\$ <b>2,577.90</b>	\$ -	\$ -	\$ <b>2,577.90</b>

**Dana Hynes**  
**Executive Director, Human Resources and Health & Safety**

Purpose	Date	Expense Classification	Travel	Hospitality	Development	Total:
Meeting -Edmonton	Nov 19-22					\$ <b>294.61</b>
		Travel - Accommodation	\$ 323.34	\$ -	\$ -	\$ 323.34
		Travel - Meals	\$ 89.85	\$ -	\$ -	\$ 89.85
		Travel - Mileage	\$ 258.56	\$ -	\$ -	\$ 258.56
		Travel - Incidentals	\$ 36.05	\$ -	\$ -	\$ 36.05
Hosting - Working Session	Dec 22					\$ <b>221.66</b>
		Working Session		\$ 221.66	\$ -	\$ 221.66
<b>TOTAL:</b>			<b>\$ 707.80</b>	<b>\$ 221.66</b>	<b>\$ -</b>	<b>\$ 929.46</b>

**Brad Onofrychuk**  
**Vice President, Academic**

Purpose	Date	Expense Classification	Travel	Hospitality	Development	Total:
Meeting - Northern Tour	Nov 21-23					\$ <b>79.45</b>
		Travel - Meals	\$ 64.75	\$ -	\$ -	\$ 64.75
		Travel - Incidentals	\$ 14.70	\$ -	\$ -	\$ 14.70
Meeting - Fort Saskatchewan	Dec 5-7					\$ <b>441.55</b>
		Travel - Accommodation	\$ 150.42	\$ -	\$ -	\$ 150.42
		Travel - Meals	\$ 23.20	\$ -	\$ -	\$ 23.20
		Travel - Incidentals	\$ 7.35	\$ -	\$ -	\$ 7.35
		Travel - Mileage	\$ 260.58	\$ -	\$ -	\$ 260.58
Conference Registration	Dec 8					\$ <b>1,590.00</b>
		Event Registration Fees	\$ -	\$ -	\$ 1,590.00	\$ 1,590.00
Hosting - Working Session	Dec 20					\$ <b>1,015.35</b>
		Working Session	\$ -	\$ 1,015.35		\$ 1,015.35
<b>TOTAL:</b>			<b>\$ 1,228.80</b>	<b>\$ 1,458.67</b>	<b>\$ 1,590.00</b>	<b>\$ 4,277.47</b>

**Sergey Semagin**  
**Executive Director, Finance Services**

Purpose	Date	Expense Classification	Travel	Hospitality	Development	Total:
Hosting - Working Session	Nov 17					\$ <b>297.56</b>
		Working Session	\$ 297.56	\$ -	\$ -	\$ 297.56
Meeting - Slave Lake	Dec 13					\$ <b>127.60</b>
		Travel - Mileage	\$ 127.60	\$ -	\$ -	\$ 127.60
<b>TOTAL:</b>			<b>\$ 425.16</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 425.16</b>

**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.