



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, 2023**

Barry Sharkawi Chair, Board of Governors						
Purpose	Date	Expense Classification	Travel	Hospitality	Development	Total:
Meeting - Slave Lake	Oct 3, 2023					\$ 116.66
		Travel - Mileage	\$ 116.66	\$ -	\$ -	\$ 116.66
Meeting - Slave Lake	Oct 11, 2023					\$ 116.66
		Travel - Mileage	\$ 116.66	\$ -	\$ -	\$ 116.66
TOTAL:			\$ 233.32	\$ -	\$ -	\$ 233.32
Dr. Glenn Mitchell President & CEO						
Purpose	Date	Expense Classification	Travel	Hospitality	Development	Total:
Meeting - Edmonton	Sep 7					\$ 318.55
		Travel - Meals	\$ 20.75	\$ -	\$ -	\$ 20.75
		Travel - Mileage	\$ 257.55	\$ -	\$ -	\$ 257.55
		Travel - Incidentals	\$ 40.25	\$ -	\$ -	\$ 40.25
Meeting - High Prairie	Sep 8					\$ 116.66
		Travel - Mileage	\$ 116.66	\$ -	\$ -	\$ 116.66
Conference - Winnipeg	Sep 10-14					\$ 2,265.03
		Travel - Accommodation	\$ 1,074.00	\$ -	\$ -	\$ 1,074.00
		Working Session	\$ -	\$ 624.76		\$ 624.76
		Travel - Meals	\$ 97.10	\$ -	\$ -	\$ 97.10
		Travel - Mileage	\$ 284.32	\$ -	\$ -	\$ 284.32
		Travel - Incidentals	\$ 184.85	\$ -	\$ -	\$ 184.85
Meeting - High Prairie	Sep 19					\$ 116.66
		Travel - Mileage	\$ 116.66	\$ -	\$ -	\$ 116.66
Meeting - High Prairie	Sep 20					\$ 116.66
		Travel - Mileage	\$ 116.66	\$ -	\$ -	\$ 116.66
Meeting - Edmonton	Sep 27-28					\$ 287.63
		Travel - Accommodation	\$ 178.51	\$ -	\$ -	\$ 178.51
		Travel - Meals	\$ 29.95	\$ -	\$ -	\$ 29.95
		Travel - Mileage	\$ 280.28	\$ -	\$ -	\$ 280.28
		Travel - Incidentals	\$ 7.35	\$ -	\$ -	\$ 7.35
Conference - Edmonton	Oct 15-18					\$ 378.77
		Travel - Accommodation	\$ 310.64	\$ -	\$ -	\$ 310.64
		Travel - Meals	\$ 80.65	\$ -	\$ -	\$ 80.65
		Travel - Mileage	\$ 259.07	\$ -	\$ -	\$ 259.07
		Travel - Incidentals	\$ 119.70	\$ -	\$ -	\$ 119.70

Meeting - High Prairie	Oct 20						\$ 116.66
		Travel - Mileage	\$ 116.66	\$ -	\$ -		\$ 116.66
Meeting - Athabasca	Oct 26						\$ 133.83
		Travel - Mileage	\$ 133.83	\$ -	\$ -		\$ 133.83
TOTAL:			\$ 3,825.44	\$ 624.76	\$ -		\$ 4,450.20
Dana Hynes							
Executive Director, Human Resources and Health & Safety							
Purpose	Date	Expense Classification	Travel	Hospitality	Development	Total:	
Meeting - Edmonton	Oct 30-31						\$ 259.58
		Travel - Accommodation	\$ 216.43	\$ -	\$ -		\$ 216.43
		Travel - Meals	\$ 53.10	\$ -	\$ -		\$ 53.10
		Travel - Mileage	\$ 259.58	\$ -	\$ -		\$ 259.58
TOTAL:			\$ 529.11	\$ -	\$ -		\$ 529.11
Brad Onofrychuk							
Vice President, Academic							
Purpose	Date	Expense Classification	Travel	Hospitality	Development	Total:	
Conference - Winnipeg	Sep 10-14						\$ 1,517.39
		Travel - Accommodation	\$ 1,074.00	\$ -	\$ -		\$ 1,074.00
		Travel - Meals	\$ 73.95	\$ -	\$ -		\$ 73.95
		Travel - Mileage	\$ 282.90	\$ -	\$ -		\$ 282.90
		Travel - Incidentals	\$ 86.54	\$ -	\$ -		\$ 86.54
Meeting - Edmonton	Sep 26-28						\$ 662.87
		Travel - Incidentals	\$ 27.45	\$ -	\$ -		\$ 27.45
		Travel - Meals	\$ 73.85	\$ -	\$ -		\$ 73.85
		Travel - Mileage	\$ 561.57	\$ -	\$ -		\$ 561.57
Conference - Edmonton	Oct 15-18						\$ 1,881.25
		Travel - Accommodation	\$ 465.95	\$ -	\$ -		\$ 465.95
		Event Registration Fees			\$ 1,051.69		\$ 1,051.69
		Travel - Incidentals	\$ 22.05				\$ 22.05
		Travel - Meals	\$ 83.00	\$ -	\$ -		\$ 83.00
		Travel - Mileage	\$ 258.56	\$ -	\$ -		\$ 258.56
Conference	Online						\$ 39.02
		Event Registration Fees	\$ 39.02	\$ -	\$ -		\$ 39.02
Meeting - Lloydminster	Oct 27-30						\$ 498.94
		Travel - Mileage	\$ 498.94	\$ -	\$ -		\$ 498.94
TOTAL:			\$ 3,547.78	\$ -	\$ 1,051.69		\$ 7,681.55
Sergey Semagin							
Executive Director, Finance Services							
Purpose	Date	Expense Classification	Travel	Hospitality	Development	Total:	
Meeting - Slave Lake	Sep 24-29						\$ 853.52
		Travel - Incidentals	\$ 36.75				\$ 36.75
		Travel - Accommodation	\$ 655.05				\$ 655.05
		Travel - Meals	\$ 161.72	\$ -	\$ -		\$ 161.72
Conference - Ottawa	Oct 15-18						\$ 776.23
		Travel - Incidentals		\$ -	\$ 230.86		\$ 230.86
		Travel - Meals		\$ -	\$ 124.65		\$ 124.65
		Travel - Accommodation		\$ -	\$ 420.72		\$ 420.72
TOTAL:			\$ 853.52	\$ -	\$ 776.23		\$ 1,629.75

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.