



Northern Lakes College Travel Expense, Hospitality and Public Disclosure Policy reflects our commitment to responsible spending.

**Bi-monthly Travel, Hospitality and Working Session Expense Report
For the period March 1 to April 30, 2024**

Barry Sharkawi Chair, Board of Governors						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting - Slave Lake	Apr 10					\$ 127.05
		Travel - Mileage	\$ 127.05	\$ -	\$ -	\$ 127.05
TOTAL:			\$ 127.05	\$ -	\$ -	\$ 127.05
Glenn Mitchell President & CEO						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting - Grouard	Mar 1					\$ 127.05
		Travel - Mileage	\$ 127.05	\$ -	\$ -	\$ 127.05
Meeting - Grouard	Mar 12					\$ 86.23
		Working Session	\$ -	\$ 86.23	\$ -	\$ 86.23
Conference - Banff	Mar 13-16					\$ 1,773.94
		Travel - Meals	\$ 158.00	\$ -	\$ -	\$ 158.00
		Travel - Accommodation	\$ 827.19	\$ -	\$ -	\$ 827.19
		Travel - Incidentals	\$ 55.05	\$ -	\$ -	\$ 55.05
		Travel - Mileage	\$ 733.70	\$ -	\$ -	\$ 733.70
Meeting - Grouard & Peavine	Mar 22					\$ 203.45
		Travel - Meals	\$ 17.00	\$ -	\$ -	\$ 17.00
		Travel - Mileage	\$ 186.45	\$ -	\$ -	\$ 186.45
Meeting - Medicine Hat	Apr 17-19					\$ 1,269.76
		Travel - Meals	\$ 87.00	\$ -	\$ -	\$ 87.00
		Travel - Accommodation	\$ 297.96	\$ -	\$ -	\$ 297.96
		Travel - Incidentals	\$ 14.70	\$ -	\$ -	\$ 14.70
		Travel - Mileage	\$ 870.10	\$ -	\$ -	\$ 870.10
Meeting - Slave Lake	Apr 23					\$ 228.83
		Working Session	\$ -	\$ 228.83	\$ -	\$ 228.83
Meeting - Grouard	Apr 24					\$ 131.45
		Travel - Mileage	\$ 131.45	\$ -	\$ -	\$ 131.45
Conference - Calgary	Apr 26-30					\$ 611.25
		Travel - Meals	\$ 272.00	\$ -	\$ -	\$ 272.00
		Travel - Incidentals	\$ 36.75	\$ -	\$ -	\$ 36.75
		Travel - Mileage	\$ 302.50	\$ -	\$ -	\$ 302.50
TOTAL:			\$ 4,116.90	\$ 315.06	\$ -	\$ 4,431.96
Brad Onofrychuk Vice President, Academic						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting - Lloydminster	Mar 9-17					\$ 545.60
		Travel - Mileage	\$ 545.60	\$ -	\$ -	\$ 545.60
Meeting - Grouard & Peavine	Mar 22					\$ 17.00
		Travel - Meals	\$ 17.00	\$ -	\$ -	\$ 17.00
Meeting - Medicine Hat	Apr 17-19					\$ 1,113.20
		Travel - Accommodation	\$ 297.96	\$ -	\$ -	\$ 297.96
		Travel - Meals	\$ 88.00	\$ -	\$ -	\$ 88.00
		Travel - Mileage	\$ 1,025.20	\$ -	\$ -	\$ 1,025.20

Meeting - Calgary	Apr 25-30					\$	536.70
		Travel - Meals	\$ 198.00	\$ -	\$ -	\$	198.00
		Travel - Incidentals	\$ 36.75	\$ -	\$ -	\$	36.75
		Travel - Mileage	\$ 301.95	\$ -	\$ -	\$	301.95
TOTAL:			\$ 1,973.76	\$ -	\$ -	\$	1,973.76
Dana Hynes							
Executive Director, Human Resources and Health & Safety							
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:	
Meeting - Calgary	Apr 4-5					\$	257.09
		Travel - Accommodation	\$ 257.09	\$ -	\$ -	\$	257.09
Meeting - Edmonton	Apr 30					\$	188.50
		Travel - Meals		\$ -	\$ 27.00	\$	27.00
		Travel - Accommodation		\$ -	\$ 20.15	\$	20.15
		Travel - Mileage		\$ -	\$ 141.35	\$	141.35
TOTAL:			\$ -	\$ -	\$ 188.50	\$	188.50
Sergey Semagin							
Executive Director, Finance Services							
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:	
Meeting - Slave Lake	Mar 12-15					\$	869.45
		Travel - Incidentals	\$ 22.05	\$ -	\$ -	\$	22.05
		Working Session	\$ 305.37	\$ -	\$ -	\$	305.37
		Travel - Accommodation	\$ 393.03	\$ -	\$ -	\$	393.03
		Travel - Meals	\$ 149.00	\$ -	\$ -	\$	149.00
TOTAL:			\$ 869.45	\$ -	\$ -	\$	869.45

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.