



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 May 1 to June 30, 2024**

Barry Sharkawi Chair, Board of Governors						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting - Grouard	Apr 24					\$ 39.27
		Travel - Mileage	\$ 39.27	\$ -	\$ -	\$ 39.27
Meeting - Calgary	May 23-25					\$ 1,109.61
		Travel - Meals	\$ 57.00	\$ -	\$ -	\$ 57.00
		Travel - Accommodation	\$ 314.86	\$ -	\$ -	\$ 314.86
		Travel - Incidentals	\$ 7.35	\$ -	\$ -	\$ 7.35
		Travel - Mileage	\$ 730.40	\$ -	\$ -	\$ 730.40
Meeting - Slave Lake	Jun 7					\$ 127.60
		Travel - Mileage	\$ 127.60	\$ -	\$ -	\$ 127.60
Meeting - Slave Lake	Jun 7					\$ 127.60
		Travel - Mileage	\$ 127.60	\$ -	\$ -	\$ 127.60
TOTAL:			\$ 1,404.08	\$ -	\$ -	\$ 1,404.08
Glenn Mitchell President & CEO						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting - Calgary	May 1-2					\$ 3,674.10
		Travel - Meals	\$ 1,114.00	\$ -	\$ -	\$ 1,114.00
		Travel - Accommodation	\$ 2,250.25	\$ -	\$ -	\$ 2,250.25
		Travel - Incidentals	\$ 7.35	\$ -	\$ -	\$ 7.35
		Travel - Mileage	\$ 302.50	\$ -	\$ -	\$ 302.50
Meeting - Grouard	May 8					\$ 130.35
		Travel - Mileage	\$ 130.35	\$ -	\$ -	\$ 130.35
Meeting - Calgary	May 23-26					\$ 1,206.56
		Travel - Meals	\$ 114.00	\$ -	\$ -	\$ 114.00
		Travel - Accommodation	\$ 480.96	\$ -	\$ -	\$ 480.96
		Travel - Incidentals	\$ 3.30	\$ -	\$ -	\$ 3.30
		Travel - Mileage	\$ 608.30	\$ -	\$ -	\$ 608.30
TOTAL:			\$ 5,011.01	\$ -	\$ -	\$ 5,011.01
Brad Onofrychuk Vice President, Academic						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting - Calgary	May 1-5					\$ 195.54
		Travel - Accommodation	\$ 2,219.17	\$ -	\$ -	\$ 2,219.17
		Travel - Meals	\$ 27.00	\$ -	\$ -	\$ 27.00
		Travel - Incidentals	\$ 14.70	\$ -	\$ -	\$ 14.70
		Travel - Mileage	\$ 304.15	\$ -	\$ -	\$ 304.15
Meeting - Slave Lake						\$ 97.77
		Working Session	\$ 97.77	\$ -	\$ -	\$ 97.77
TOTAL:			\$ 2,662.79	\$ -	\$ -	\$ 2,662.79

Dana Hynes

Executive Director, Human Resources and Health & Safety

Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting - Edmonton	May 1-4					\$ 1,625.63
		Travel - Meals		\$ -	\$ 198.00	\$ 198.00
		Travel - Accommodation		\$ -	\$ 40.30	\$ 40.30
		Travel - Mileage		\$ -	\$ 141.35	\$ 141.35
		Travel - Incidentals		\$ -	\$ 174.98	\$ 174.98
		Event Registration Fees	\$ -	\$ -	\$ 1,071.00	\$ 1,071.00
Meeting - Edmonton	May 21-24					\$ 1,111.91
		Travel - Mileage	\$ 282.70	\$ -	\$ -	\$ 282.70
		Travel - Incidentals	\$ 59.65	\$ -	\$ -	\$ 59.65
		Travel - Meals	\$ 101.00	\$ -	\$ -	\$ 101.00
		Travel - Accommodation	\$ 668.56	\$ -	\$ -	\$ 668.56
Meeting - Edmonton	Jun 2-4					\$ 549.84
		Travel - Incidentals	\$ 7.35	\$ -	\$ -	\$ 7.35
		Travel - Mileage	\$ 277.20	\$ -	\$ -	\$ 277.20
		Travel - Accommodation	\$ 185.29	\$ -	\$ -	\$ 185.29
		Travel - Meals	\$ 80.00	\$ -	\$ -	\$ 80.00
TOTAL:			\$ 1,661.75	\$ -	\$ 1,625.63	\$ 3,287.38

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.