

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 July 1 to August 31, 2024

Barry Sharkawi Chair, Board of Governors						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting - Calgary	Aug 28-30					\$ 1,466.47
		Travel - Meals	\$ 114.00	\$ -	\$ -	\$ 114.00
		Travel - Accommodation	\$ 615.27	\$ -	\$ -	\$ 615.27
		Travel - Incidentals	\$ 7.35	\$ -	\$ -	\$ 7.35
		Travel - Mileage	\$ 729.85	\$ -	\$ -	\$ 729.85
		TOTAL:	\$ 1,466.47	\$ -	\$ -	\$ 1,466.47
Glenn Mitchell President & CEO						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting - La Crete	Aug 6-7					\$ 1,103.86
		Travel - Meals	\$ 84.00	\$ -	\$ -	\$ 84.00
		Travel - Accommodation	\$ 299.71	\$ -	\$ -	\$ 299.71
		Travel - Incidentals	\$ 7.35	\$ -	\$ -	\$ 7.35
		Travel - Mileage	\$ 712.80	\$ -	\$ -	\$ 712.80
Meeting - La Crete	Aug 9-11					\$ 813.21
		Travel - Meals	\$ 74.00	\$ -	\$ -	\$ 74.00
		Travel - Accommodation	\$ 140.61	\$ -	\$ -	\$ 140.61
		Travel - Incidentals	\$ 7.35	\$ -	\$ -	\$ 7.35
		Travel - Mileage	\$ 591.25	\$ -	\$ -	\$ 591.25
Meeting - Calgary	Aug 28-30					\$ 1,342.72
		Travel - Meals	\$ 114.00	\$ -	\$ -	\$ 114.00
		Travel - Accommodation	\$ 615.27	\$ -	\$ -	\$ 615.27
		Travel - Incidentals	\$ 7.35	\$ -	\$ -	\$ 7.35
		Travel - Mileage	\$ 606.10	\$ -	\$ -	\$ 606.10
		TOTAL:	\$ 3,259.79	\$ -	\$ -	\$ 3,259.79
Brad Onofrychuk Vice President, Academic						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
nil report						
Dana Hynes Executive Director, Human Resources and Health & Safety						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Conference Registration						\$ 2,415.00
		Event Registration Fees		\$ -	\$ 2,415.00	\$ 2,415.00
		TOTAL:	\$ -	\$ -	\$ 2,415.00	\$ 2,415.00

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.