



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, 2024

Barry Sharkawi Chair, Board of Governors						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting	Dec 11					\$ 127.60
		Travel - Mileage	\$ 127.60	\$ -	\$ -	\$ 127.60
TOTAL:			\$ 127.60	\$ -	\$ -	\$ 127.60
Glenn Mitchell President & CEO						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting - High Prairie	Nov 5					\$ 127.60
		Travel - Mileage	\$ 127.60		\$ -	\$ 127.60
Conference - Pre-pay	Nov 7					\$ 964.95
		Travel - Airfare	\$ 964.95	\$ -	\$ -	\$ 964.95
Meeting - Grouard						\$ 147.35
		Travel - Meals	\$ 17.00	\$ -	\$ -	\$ 17.00
		Travel - Mileage	\$ 130.35	\$ -	\$ -	\$ 130.35
Meeting - Grande Prairie	Nov 25					\$ 349.25
		Travel - Mileage	\$ 349.25	\$ -	\$ -	\$ 349.25
Meeting - Edmonton	Nov 25-29					\$ 1,002.16
		Travel - Accommodation	\$ 463.80	\$ -	\$ -	\$ 463.80
		Travel - Meals	\$ 80.00	\$ -	\$ -	\$ 80.00
		Travel - Mileage	\$ 283.25	\$ -	\$ -	\$ 283.25
		Travel - Incidentals	\$ 37.01	\$ -	\$ -	\$ 37.01
		Working Session	\$ 138.10	\$ -	\$ -	\$ 138.10
Meeting - Edmonton	Dec 4-5					\$ 358.40
		Travel - Meals	\$ 40.00	\$ -	\$ -	\$ 40.00
		Travel - Accommodation	\$ 191.99			
		Travel - Incidentals	\$ 37.35	\$ -	\$ -	\$ 37.35
		Travel - Mileage	\$ 281.05	\$ -	\$ -	\$ 281.05
Hosting - Alberta Paramedics Association	Dec 6					\$ 129.18
		Hospitality	\$ 129.18	\$ -	\$ -	\$ 129.18
Meeting - High Prairie	Dec 11					\$ 127.60
		Travel - Mileage	\$ 127.60	\$ -	\$ -	\$ 127.60
Meeting - Enilda	Dec 18					\$ 115.50
		Travel - Mileage	\$ 115.50	\$ -	\$ -	\$ 115.50
TOTAL:			\$ 3,513.98	\$ -	\$ -	\$ 3,513.98

Brad Onofrychuk Vice President, Academic						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Campus Visits	Nov 25-28					\$ 1,285.29
		Travel - Meals	\$ 105.00	\$ -	\$ -	\$ 105.00
		Travel - Accommodation	\$ 565.34	\$ -	\$ -	\$ 565.34
		Travel - Incidentals	\$ 22.05	\$ -	\$ -	\$ 22.05
		Travel - Mileage	\$ 592.90	\$ -	\$ -	\$ 592.90
Meeting - High Prairie	Dec 12					\$ 126.50
		Travel - Mileage	\$ 126.50	\$ -	\$ -	\$ 126.50
Meeting - Enilda	Dec 18					\$ 115.50
		Travel - Mileage	\$ 115.50	\$ -	\$ -	\$ 115.50
Hosting	Dec 19					\$ 107.56
		Hospitality	\$ 107.56	\$ -	\$ -	\$ 107.56
TOTAL:			\$ 1,634.85	\$ -	\$ -	\$ 1,634.85
Dana Hynes Executive Director, Human Resources and Health & Safety						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Conference	Dec 16					\$ (2,415.00)
		Event Registration Fees			\$ (2,415.00)	\$ (2,415.00)
Meeting - High Prairie	Dec 17					\$ 86.00
		Working Session	\$ 86.00			\$ 86.00
TOTAL:			\$ 86.00	\$ -	\$ (2,415.00)	\$ (2,329.00)

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.