



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 March 1 to April 30, 2025**

Barry Sharkawi Chair, Board of Governors						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting - Edmonton	Mar 12-14	Travel - Mileage	\$ 408.65	\$ -	\$ -	\$ 408.65
		Travel - Accommodation	\$ 375.84	\$ -	\$ -	\$ 375.84
		Travel - Per Diem	\$ 7.35	\$ -	\$ -	\$ 7.35
		Travel - Meals	\$ 74.00	\$ -	\$ -	\$ 74.00
Meeting - Slave Lake	Apr 16	Travel - Mileage	\$ 127.60	\$ -	\$ -	\$ 127.60
		TOTAL:	\$ 993.44	\$ -	\$ -	\$ 993.44
Glenn Mitchell President & CEO						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Conference - Texas	Mar 7-12	Travel - Mileage	\$ 309.65	\$ -	\$ -	\$ 309.65
		Travel - Accommodation	\$ -	\$ -	\$ 1,335.55	\$ 1,335.55
		Travel - Incidentals	\$ -	\$ -	\$ 507.49	\$ 507.49
		Travel - Per Diem	\$ 117.20	\$ -	\$ -	\$ 117.20
		Travel - Meals	\$ 903.74	\$ -	\$ -	\$ 903.74
Meeting	Mar 13	Travel - Mileage	\$ 158.40	\$ -	\$ -	\$ 158.40
		Travel - Meals	\$ 17.00	\$ -	\$ -	\$ 17.00
Meeting - Gift Lake	Apr 1	Travel - Mileage	\$ 158.40	\$ -	\$ -	\$ 158.40
		TOTAL:	\$ 1,664.39	\$ -	\$ 1,843.04	\$ 3,507.43
Brad Onofrychuk Vice President, Academic						
Conference - Edmonton Pre-pay	Apr 11	Travel - Accommodation	\$ 765.18	\$ -	\$ -	\$ 765.18
		Event Registration Fees	\$ 1,464.75	\$ -	\$ -	\$ 1,464.75
TOTAL:			\$ 2,229.93	\$ -	\$ -	\$ 2,229.93
Dana Hynes Executive Director, Human Resources and Health & Safety						
Meeting - Slave Lake	Mar 3	Working Session	\$ 172.07	\$ -	\$ -	\$ 172.07
Meeting - Slave Lake	Mar 13	Working Session	\$ 233.01	\$ -	\$ -	\$ 233.01
		TOTAL:	\$ 405.08	\$ -	\$ -	\$ 405.08

**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.