



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 May 1 to June 30, 2025

Barry Sharkawi Chair, Board of Governors						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting - Grouard	May 1					\$ 38.78
		Travel - Mileage	\$ 38.78	\$ -	\$ -	\$ 38.78
Meeting - Grouard	May 16					\$ 38.78
		Travel - Mileage	\$ 38.78	\$ -	\$ -	\$ 38.78
Meeting - Grouard	May 21					\$ 38.78
		Travel - Mileage	\$ 38.78	\$ -	\$ -	\$ 38.78
Meeting - Grouard	June 7					\$ 127.60
		Travel - Mileage	\$ 127.60	\$ -	\$ -	\$ 127.60
TOTAL:			\$ 243.94	\$ -	\$ -	\$ 243.94
Glenn Mitchell President & CEO						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total:
Meeting - Grouard, High Prairie & Peavine	May 1					\$ 220.50
		Travel - Mileage	\$ 203.50	\$ -	\$ -	\$ 203.50
		Travel - Meals	\$ 17.00	\$ -	\$ -	\$ 17.00
Meeting - Red Deer, HighLevel	May 6-9					\$ 1,632.74
		Travel - Mileage	\$ 981.75	\$ -	\$ -	\$ 981.75
		Travel - Accommodation	\$ 464.19	\$ -	\$ -	\$ 464.19
		Travel - Incidentals	\$ 32.80	\$ -	\$ -	\$ 32.80
		Travel - Meals	\$ 154.00	\$ -	\$ -	\$ 154.00
Meeting - High Prairie & Grouard	May 28					\$ 149.60
		Travel - Mileage	\$ 149.60	\$ -	\$ -	\$ 149.60
Working Session	May 28					\$ 176.95
		Working Session	\$ 176.95	\$ -	\$ -	\$ 176.95
Meeting - Edmonton	June 8-9					\$ 365.35
		Travel - Mileage	\$ 275.55	\$ -	\$ -	\$ 275.55
		Travel - Meals	\$ 57.00	\$ -	\$ -	\$ 57.00
		Travel - Incidentals	\$ 32.80	\$ -	\$ -	\$ 32.80
Working Session	June 12					\$ 184.26
		Working Session	\$ 184.26	\$ -	\$ -	\$ 184.26
Travel - Pre-payment	June 17					\$ 1,382.67
		Travel - Airfare	\$ 1,382.67	\$ -	\$ -	\$ 1,382.67
Hosting	June 23					\$ 123.59
		Hospitality	\$ -	\$ 123.59	\$ -	\$ 123.59
Meeting - Faust	June 24					\$ 67.10
		Travel - Mileage	\$ 67.10	\$ -	\$ -	\$ 67.10
Working Session	June 25					\$ 116.52
		Working Session	\$ 116.52	\$ -	\$ -	\$ 116.52
Working Session	June 26					\$ 163.46
		Working Session	\$ 163.46	\$ -	\$ -	\$ 163.46

TOTAL:		\$	4,459.15	\$	123.59	\$	-	\$	4,582.74
Brad Onofrychuk									
Vice President, Academic									
Working Session	June 16							\$	152.06
		Working Session	\$	152.06	\$	-	\$	-	\$ 152.06
Meeting - Edmonton	June 26-27							\$	385.10
		Travel - Mileage	\$	310.75	\$	-	\$	-	\$ 310.75
		Travel - Incidentals	\$	7.35	\$	-	\$	-	\$ 7.35
		Travel - Meals	\$	67.00	\$	-	\$	-	\$ 67.00
TOTAL:			\$	537.16	\$	-	\$	-	\$ 537.16
Dana Hynes									
Executive Director, Human Resources and Health & Safety									
Meeting - Edmonton	May 2							\$	245.14
		Travel - Accommodation	\$	245.14	\$	-	\$	-	\$ 245.14
Working Session	May 12							\$	90.68
		Working Session	\$	90.68	\$	-	\$	-	\$ 90.68
Working Session	May 13							\$	50.92
		Working Session	\$	50.92	\$	-	\$	-	\$ 50.92
Working Session	May 14							\$	103.91
		Working Session	\$	103.91	\$	-	\$	-	\$ 103.91
Working Session	May 15							\$	19.70
		Working Session	\$	19.70	\$	-	\$	-	\$ 19.70
Working Session	May 16							\$	22.92
		Working Session	\$	22.92	\$	-	\$	-	\$ 22.92
Working Session	May 27							\$	172.50
		Working Session	\$	172.50	\$	-	\$	-	\$ 172.50
Meeting -Edmonton	June 16-19							\$	684.65
		Travel - Accommodation	\$	456.60	\$	-	\$	-	\$ 456.60
		Travel - Incidentals	\$	64.05	\$	-	\$	-	\$ 64.05
		Travel - Meals	\$	164.00	\$	-	\$	-	\$ 164.00
TOTAL:			\$	684.65	\$	-	\$	-	\$ 684.65

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. Hostingrepresentatives 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.