

## TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Bruce D'Sena

Position: Chief Information Officer
Period Covered: March & April 2019

## Travel

\* "Other Transportation" includes fuel, taxis, private vehicles, rental vehicles and so forth while on travel status.

\*\* "Other" includes incidentals such as long distance telephone calls and per diem while on travel status.

Travel date(s)	Destination and Rationale	Airfare	Tr	Other ansportation	Ac	ccommodation	Meals	Other	Total
04/25/19	Meetings - Edmonton	\$ -	\$	-	\$	874.95	\$ -	\$ -	\$ 874.95
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## **Hospitality and Working Sessions**

<sup>\*</sup> A working session is a non-travel meal expense at a commercial eating establishment while in the course of conducting business

Date(s)	Destination and Rationale	Meals			Other		Total	
		\$	-	\$	-	\$	-	
		\$	-	\$	-	\$	-	

<sup>\*</sup> Hospitality expenses are incurred when, in the course of doing business or as a courtesy, Northern Lakes College staff pay for food and beverage or other related expenses for someone not employed by the College.