



**TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT**

**Name: Ann Everatt**  
**Position: President & CEO**  
**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	Other Transportation	Accommodation	Meals	Other	Total
03/01/19	Meeting - Ontario	\$ -	\$ -	\$ 226.18	\$ -	\$ 550.00	\$ 776.18
03/14/19 03/16/19	Meeting - Edmonton	\$ -	\$ 263.55	\$ 207.89	\$ 51.00	\$ 7.05	\$ 529.49
03/17/19 03/19/19	Meeting - Edmonton	\$ -	\$ 263.55	\$ 325.58	\$ 87.00	\$ 25.16	\$ 701.29
03/20/19	Meeting - Driftpile	\$ -	\$ 71.40	\$ -	\$ -	\$ -	\$ 71.40
03/21/19	Meeting - Wabasca	\$ -	\$ 75.08	\$ -	\$ -	\$ -	\$ 75.08
03/21/19 03/23/19	Meeting - Leduc	\$ -	\$ 342.31	\$ 226.18	\$ 89.04	\$ 14.10	\$ 671.63
04/01/19	Meeting - Grouard	\$ -	\$ 127.05	\$ -	\$ -	\$ -	\$ 127.05
04/04/19 04/05/19	Meeting - Edmonton	\$ -	\$ -	\$ 207.89	\$ 50.00	\$ 7.05	\$ 264.94
04/08/19	Meeting - Athabasca	\$ -	\$ 136.50	\$ -	\$ -	\$ -	\$ 136.50
04/18/19	Meeting - Driftpile	\$ -	\$ 71.40	\$ -	\$ -	\$ -	\$ 71.40
04/22/19 04/26/19	Meeting - Edmonton	\$ -	\$ -	\$ 877.31	\$ 158.53	\$ 136.50	\$ 1,172.34
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Hospitality and Working Sessions**

\* 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.

\* 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
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -