



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

**Name: Diane Smith**  
**Position: Executive Director, Student Services**  
**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
03/21/19	Meeting - Wabasca	\$	150.15	\$ -	\$ -	\$ -	\$ 150.15
03/25/19	Meeting - Grouard	\$	145.95	\$ -	\$ -	\$ -	\$ 145.95
04/01/19 04/04/19	Meeting - Calgary & Red Deer	\$	586.43	\$ 118.81	\$ 142.00	\$ 14.10	\$ 861.34
04/08/19 04/11/19	Meeting - Vermilion & Edmonton	\$	473.04	\$ 161.22	\$ 112.00	\$ 21.15	\$ 767.41
04/18/19	Meeting - Driftpile	\$	71.40	\$ -	\$ -	\$ -	\$ 71.40
04/26/19	Meeting - Edmonton	\$	-	\$ 676.30	\$ -	\$ -	\$ 676.30
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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