



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

**Name: Dana Hynes**  
**Position: Executive Director, Human Resources and Health & Safety**  
**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
03/06/19 03/07/19	Meetings - Edmonton	\$ -	\$ -	\$ 161.07	\$ 52.00	\$ -	\$ 213.07
04/15/19	Meetings	\$ -	\$ -	\$ -	\$ -	\$ 462.00	\$ 462.00
04/22/19 04/25/19	Meetings - Edmonton	\$ -	\$ 131.78	\$ 555.96	\$ 88.00	\$ -	\$ 775.74
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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
3/13/2019	Slave Lake - Meetings	\$ 90.00	\$ -	\$ 90.00
		\$ -	\$ -	\$ -