NORTHERN LAKES COLLEGE

TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Bruce D'Sena
Position: Chief Information Officer
Period Covered: January & February 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
01/18/19		Meetings - Grouard	$ -	$ 127.05	$ -	$ 15.00	$ -	$ 142.05
01/27/19		Meetings	$ -	$ -	$ -	$ -	$ 234.70	$ 234.70
02/21/19		Meetings - Grouard	$ -	$ 127.05	$ -	$ -	$ -	$ 127.05
02/25/19	02/27/19	Meetings - Calgary	$ -	$ 581.70	$ 292.64	$ 41.00	$ 30.60	$ 945.94
			$ -	$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -	$ -

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
1/8/2019	Meetings - Slave Lake	$ 39.36	$ -	$ 39.36