



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

**Name: Ann Everatt**  
**Position: President & CEO**  
**Period Covered: May & June 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       |
|-------------------|-------------------------------|---------|----------------------|---------------|-----------|----------|-------------|
| 05/01/19 05/02/19 | Meeting - Peace River         | \$ -    | \$ 256.20            | \$ 124.26     | \$ 10.00  | \$ 7.05  | \$ 397.51   |
| 05/06/19          | Meeting - Driftpile           | \$ -    | \$ 71.40             | \$ -          | \$ -      | \$ -     | \$ 71.40    |
| 05/09/19 05/10/19 | Meeting - Edmonton            | \$ -    | \$ 263.55            | \$ 207.89     | \$ 51.00  | \$ 7.05  | \$ 529.49   |
| 05/12/19 05/15/19 | Meeting - Edmonton            | \$ -    | \$ 364.36            | \$ 189.73     | \$ 128.00 | \$ 51.15 | \$ 733.24   |
| 05/22/19 05/23/19 | Meeting - Valleyview          | \$ -    | \$ 218.40            | \$ -          | \$ -      | \$ -     | \$ 218.40   |
| 05/29/19          | Meeting - Athabasca           | \$ -    | \$ 136.50            | \$ -          | \$ -      | \$ -     | \$ 136.50   |
| 05/30/19          | Meeting - Athabasca           | \$ -    | \$ 136.50            | \$ -          | \$ 112.86 | \$ -     | \$ 249.36   |
| 06/01/19 06/04/19 | Meeting - Edmonton            | \$ -    | \$ 263.56            | \$ 623.67     | \$ 116.11 | \$ 28.00 | \$ 1,031.34 |
| 06/12/19          | Meeting - Athabasca           | \$ -    | \$ 136.50            | \$ -          | \$ -      | \$ -     | \$ 136.50   |
| 06/13/19 06/14/19 | Meeting - Edmonton & Barrhead | \$ -    | \$ 303.98            | \$ -          | \$ 30.00  | \$ -     | \$ 333.98   |
| 06/19/19 06/20/19 | Meeting - Edmonton & Calgary  | \$ -    | \$ 288.23            | \$ 674.58     | \$ 145.26 | \$ -     | \$ 1,108.07 |
|                   |                               | \$ -    | \$ -                 | \$ -          | \$ -      | \$ -     | \$ -        |
|                   |                               | \$ -    | \$ -                 | \$ -          | \$ -      | \$ -     | \$ -        |
|                   |                               | \$ -    | \$ -                 | \$ -          | \$ -      | \$ -     | \$ -        |
|                   |                               | \$ -    | \$ -                 | \$ -          | \$ -      | \$ -     | \$ -        |
|                   |                               | \$ -    | \$ -                 | \$ -          | \$ -      | \$ -     | \$ -        |
|                   |                               | \$ -    | \$ -                 | \$ -          | \$ -      | \$ -     | \$ -        |
|                   |                               | \$ -    | \$ -                 | \$ -          | \$ -      | \$ -     | \$ -        |

**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    |
|----------|---------------------------------------|----------|-------|----------|
| 05/02/19 | CCEC Meeting & Workshop - Peace River | \$ 67.62 | \$ -  | \$ 67.62 |
|          |                                       | \$ -     | \$ -  | \$ -     |