

TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Dana Hynes

Position: Executive Director, Human Resources and Health & Safety

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	ther ortation	Acc	commodation	Meals	Other	Total
05	6/06/19	05/09/19	Meetings - Banff		\$ -	\$	630.93	\$ 164.00	\$ 72.90	\$ 867.83
06	6/05/19		Meetings - Edmonton		\$ 263.55	\$	19.30	\$ 77.00	\$ -	\$ 359.85
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Hospitality and Working Sessions

^{*} 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			Other	Total
6/19/19	Slave Lake - Meetings		\$	597.62 \$	15.00 \$	612.62
•			\$	- \$	- \$	

^{*} 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.