

TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Bruce D'Sena

Position: Chief Information Officer 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	Tr	Other ansportation	Ad	ccommodation	Meals	Other	Total
05/07/19	05/09/19	Meetings - Athabsca	\$ -	\$	-	\$	132.44	\$ 26.00	\$ -	\$ 158.44
05/22/19	05/23/19	Meetings - Valleyview	\$ -	\$	218.40	\$	-	\$ -	\$ -	\$ 218.40
06/24/19		Meetings - Grouard	\$ -	\$	127.05	\$	-	\$ -	\$ -	\$ 127.05
06/26/19	06/28/19	Meetings - Calgary	\$ -	\$	582.24	\$	-	\$ 67.00	\$ 20.75	\$ 669.99

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	N	1eals	Other		Total	
		\$	- \$	-	\$	-	
		\$	- \$	-	\$	-	