



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

**Name: Madeline McVey**  
**Position: Vice President, Academic**  
**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
05/03/19	Meetings - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 41.00	\$ -	\$ 168.05
05/08/19	Meetings - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
05/13/19	Meetings - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
05/15/19	Meetings - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 41.00	\$ -	\$ 168.05
05/21/19	Meetings - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
05/23/19	Meetings - Valleyview	\$ -	\$ 94.50	\$ -	\$ -	\$ -	\$ 94.50
05/28/19	Meetings - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
06/04/19	Meetings - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
06/05/19	Meetings - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
06/10/19	Meetings - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
06/17/19	Meetings - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
06/20/19	Meetings - Slave Lake	\$ -	\$ 127.05	\$ -	\$ -	\$ -	\$ 127.05
06/25/19	Meetings - Slave Lake	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
06/26/19	Meetings - Slave Lake	\$ -	\$ 127.05	\$ -	\$ -	\$ -	\$ 127.05

**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