

D. Bureaux Travel Report (2018/2019)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	30-Apr-18	College Meetings / Business Event	4-Apr-18	6-Apr-18	Kingstec Campus, Halifax, Pictou Campus, Strait	NS	mileage/bridge/overnight	814			\$ 12.00	\$ 337.60
Travel Claim	30-Apr-18	College Meeting	9-Apr-18	9-Apr-18	Burnside	NS	mileage/bridge	14			\$ 2.00	\$ 7.60
Travel Claim	30-Apr-18	College Meeting/Event	10-Apr-18	11-Apr-18	Dieppe	NS	mileage/overnight	519			\$ 5.00	\$ 212.60
Travel Claim	30-Apr-18	College Meetings	12-Apr-18	13-Apr-18	Lunenburg Campus, Shelburne Campus	NS	mileage/overnight	430.5			\$ 5.00	\$ 177.20
Travel Claim	30-Apr-18	Business Meeting	16-Apr-18	16-Apr-18	Hollis Street	NS	mileage	10				\$ 4.00
Travel Claim	30-Apr-18	Business Meetings	18-Apr-18	18-Apr-18	Akerley Blvd, Lower Water St., Kempt Rd., Argyle St.	NS	mileage/bridge	38			\$ 2.00	\$ 17.20
Travel Claim	30-Apr-18	College Meetings	19-Apr-18	19-Apr-18	Lunenburg Campus	NS	mileage	198				\$ 79.20
Travel Claim	30-Apr-18	Business Meeting	20-Apr-18	20-Apr-18	Barrington Street	NS	mileage	11				\$ 4.40
Travel Claim	30-Apr-18	College / Business Meetings	23-Apr-18	24-Apr-18	Port Hawkesbury / Sydney	NS	mileage/bridge/overnight	801			\$ 7.00	\$ 327.40
Travel Claim	30-Apr-18	Business Meetings	25-Apr-18	25-Apr-18	Upper Water St., Robie St.	NS	mileage	13				\$ 5.20
Travel Claim	30-Apr-18	College / Business Meetings	26-Apr-18	26-Apr-18	ALT Hotel, Argyle St.	NS	mileage/bridge	76			\$ 2.00	\$ 32.40
Travel Claim	30-Apr-18	College Meetings	28-Apr-18	30-Apr-18	Halifax International Airport	BC	mileage/overnight	81			\$ 15.00	\$ 47.40
Reviewed by Internal Auditor: <i>Brian Spores</i>												
Travel Claim	1-Jun-18	College Meetings	1-May-18	2-May-18	Home (Airport to IT)	NS	mileage/overnight	35			\$ 5.00	\$ 19.00
Travel Claim	1-Jun-18	Business Meetings	4-May-18	4-May-18	Ivany Campus / Argyle St.	NS	mileage/bridge	42			\$ 2.00	\$ 18.80
Travel Claim	1-Jun-18	Business Event	8-May-18	8-May-18	Fox Harbour Road return	NS	mileage	356				\$ 142.40
Travel Claim	1-Jun-18	Business Mtg / Business Event	9-May-18	9-May-18	Barrington St. / Argyle St.	NS	mileage	20				\$ 8.00
Travel Claim	1-Jun-18	College Meeting	14-May-18	15-May-18	Cumberland Campus / Lord Amherst Dr.	NS	mileage/bridge/overnight	446			\$ 6.00	\$ 184.40
Travel Claim	1-Jun-18	College Event	17-May-18	17-May-18	Truro Campus	NS	mileage/bridge	198			\$ 2.00	\$ 81.20
Travel Claim	1-Jun-18	Foundation Event	18-May-18	18-May-18	Kingstec Campus	NS	mileage	60				\$ 24.00
Travel Claim	1-Jun-18	Business Meetings	22-May-18	22-May-18	Lower Water St. / Summer St.	NS	mileage	20				\$ 8.00
Travel Claim	1-Jun-18	Business Meeting & College Event	24-May-18	24-May-18	Quinpool Rd. / Truro Campus	NS	mileage/bridge	208			\$ 2.00	\$ 85.20
Travel Claim	1-Jun-18	Business Meetings	28-May-18	28-May-18	Upper Water St. / Argyle St.	NS	mileage	12				\$ 4.80
Travel Claim	1-Jun-18	Business Event	29-May-18	1-Jun-18	Halifax International Airport	QC	mileage/bridge/overnight	66			\$ 16.00	\$ 42.40
Reviewed by Internal Auditor: <i>Brian Spores</i>												
Credit Card	7-May-18	Campus Visits / Business Events	4-Apr-18	6-Apr-18	Kingstec / Pictou / Halifax / Strait	NS	accomodations			\$ 204.70		\$ 204.70
Credit Card	7-May-18	College Meetings	10-Apr-18	11-Apr-18	Dieppe	NB	accomodations			\$ 143.87		\$ 143.87
Credit Card	7-May-18	Campus Visits	12-Apr-18	13-Apr-18	Lunenburg / Shelburne	NS	accomodations			\$ 139.71		\$ 139.71
Credit Card	7-May-18	Business Meeting	16-Apr-18	16-Apr-18	Argyle Street	NS	parking				\$ 8.00	\$ 8.00
Credit Card	7-May-18	Business Meeting	18-Apr-18	18-Apr-18	Lower Water St.	NS	parking				\$ 2.50	\$ 2.50
Credit Card	7-May-18	Business Meeting	20-Apr-18	20-Apr-18	Barrington St.	NS	parking				\$ 11.00	\$ 11.00
Credit Card	7-May-18	Business / Campus Meetings	23-Apr-18	24-Apr-18	Cape Breton	NS	accomodations/meals		\$ 18.01	\$ 170.09		\$ 188.10
Credit Card	7-May-18	Business Meeting	25-Apr-18	25-Apr-18	Barrington St.	NS	parking				\$ 8.00	\$ 8.00
Credit Card	7-May-18	College Meeting	26-Apr-18	26-Apr-18	Halifax International Airport	NS	parking				\$ 16.00	\$ 16.00
Credit Card	7-May-18	College Meetings	28-Apr-18	2-May-18	Victoria	BC	accomod./meals/transportation/parking		\$ 93.95	\$ 664.29	\$ 174.80	\$ 933.04
Credit Card	7-May-18	Business Meeting	4-May-18	4-May-18	Argyle St.	NS	parking/meal		\$ 10.78		\$ 8.50	\$ 19.28
Reviewed by Internal Auditor: <i>Brian Spores</i>												
Travel Claim (MF)	14-Jun-18	College Meetings	5-Jun-18	6-Jun-18	Yarmouth	NS	receipted meal		\$ 24.85			\$ 24.85
Reviewed by Internal Auditor: <i>Brian Spores</i>												
Credit Card	6-Jun-18	College Meetings / College Event	2-May-18	2-May-18	Victoria Airport	BC	transportation				\$ 63.00	\$ 63.00
Credit Card	6-Jun-18	Business Meeting / Event	9-May-18	9-May-18	Argyle St. / Barrington St.	NS	parking				\$ 27.50	\$ 27.50
Credit Card	6-Jun-18	Business Meeting	10-May-18	10-May-18	Ontario (depart June 19 - later cancelled)	ON	flight/seat selection				\$ 467.88	\$ 467.88
Credit Card	6-Jun-18	College Meeting	14-May-18	15-May-18	Cumberland Campus	NS	receipted meal/accomodations		\$ 32.69	\$ 126.50		\$ 159.19
Credit Card	6-Jun-18	Business Meeting	22-May-18	22-May-18	Summer St.	NS	parking				\$ 5.00	\$ 5.00
Credit Card	6-Jun-18	Business Meeting	28-May-18	28-May-18	Upper Water St.	NS	parking				\$ 10.00	\$ 10.00
Credit Card	6-Jun-18	Business Event	29-May-18	31-May-18	Montreal	QC	transportation/seat selection/meals		\$ 123.16		\$ 252.53	\$ 375.69
Credit Card	6-Jun-18	College Meeting	3-Jun-18	3-Jun-18	Montreal (depart July 3)	QC	flight/seat selection				\$ 547.68	\$ 547.68
Credit Card	6-Jun-18	College Event	5-Jun-18	5-Jun-18	Middleton	NS	receipted meal		\$ 16.93			\$ 16.93
Reviewed by Internal Auditor: <i>Brian Spores</i>												

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Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	28-Jun-18	Campus Visit	4-Jun-18	4-Jun-18	Cumberland Campus	NS	mileage	386				\$ 154.40
Travel Claim	28-Jun-18	Convocation	5-Jun-18	6-Jun-18	AVC / Burrigidge / Yarmouth	NS	mileage/overnight	255			\$ 5.00	\$ 107.00
Travel Claim	28-Jun-18	Convocation	6-Jun-18	6-Jun-18	Yarmouth / Shelburne / Lunenburg	NS	mileage	330				\$ 132.00
Travel Claim	28-Jun-18	Convocation	7-Jun-18	8-Jun-18	Pictou / Port Hawkesbury / Membertou / return	NS	mileage/overnight	812			\$ 5.00	\$ 329.80
Travel Claim	28-Jun-18	Convocation	11-Jun-18	13-Jun-18	Bedford Highway X3 return	NS	mileage	24				\$ 9.60
Travel Claim	28-Jun-18	Convocation	14-Jun-18	15-Jun-18	Bedford Highway / Truro	NS	mileage/overnight/tolls	103			\$ 6.00	\$ 47.20
Travel Claim	28-Jun-18	Convocation	15-Jun-18	15-Jun-18	Springhill / Truro / IT	NS	mileage/tolls	270			\$ 1.00	\$ 109.00
Travel Claim	28-Jun-18	Convocation	18-Jun-18	18-Jun-18	Kingstec	NS	mileage	60				\$ 24.00
Travel Claim	28-Jun-18	Foundation Meetings	20-Jun-18	20-Jun-18	Truro Campus / Amherst	NS	mileage/tolls	405			\$ 2.00	\$ 164.00
Travel Claim	28-Jun-18	Business Meeting	26-Jun-18	27-Jun-18	White Point Beach Road	NS	mileage/overnight	310			\$ 5.00	\$ 129.00
Travel Claim	28-Jun-18	Business Meeting	28-Jun-18	28-Jun-18	Bridgewater / Argyle St. / IT	NS	mileage	210				\$ 84.00
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Travel Claim	3-Jun-18	College Meeting	3-Jun-18	3-Jun-18	Montreal	QC	car rental (pre-paid)				\$ 466.56	\$ 466.56
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Credit Card	6-Jul-18	Convocation	5-Jun-18	6-Jun-18	AVC / Burrigidge / Yarmouth	NS	receipted meal/accommodations		\$ 23.85	\$ 131.10		\$ 154.95
Credit Card	6-Jul-18	Convocation	7-Jun-18	8-Jun-18	Pictou / Port Hawkesbury / Membertou	NS	receipted meal/accommodations		\$ 24.53	\$ 309.68		\$ 334.21
Credit Card	6-Jul-18	Convocation	14-Jun-18	15-Jun-18	Truro / Springhill	NS	receipted meal/accommodations		\$ 37.29	\$ 143.87		\$ 181.16
Credit Card	6-Jul-18	Business Meeting	28-Jun-18	28-Jun-18	Argyle St.	NS	parking				\$ 11.00	\$ 11.00
Credit Card	6-Jul-18	Conference	3-Jul-18	9-Jul-18	Mont-Tremblanc	QC	receipted meals/transportation		\$ 79.63		\$ 391.77	\$ 471.40
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Travel Claim	16-Jul-18	Conference	3-Jul-18	9-Jul-18	Mont-Tremblanc	QC	mileage/overnight	66			\$ 30.00	\$ 56.40
Travel Claim	16-Jul-18	College Meeting	10-Jul-18	10-Jul-18	Ivany	NS	mileage/tolls	32			\$ 2.00	\$ 14.80
Travel Claim	16-Jul-18	College Meeting	11-Jul-18	11-Jul-18	Hydrostone	NS	mileage	4				\$ 1.60
Travel Claim	16-Jul-18	Business Meeting	12-Jul-18	12-Jul-18	Akerley / Eileen Stubbs	NS	mileage/tolls	25			\$ 2.00	\$ 12.00
Travel Claim	16-Jul-18	College Meetings & Event	13-Jul-18	13-Jul-18	Lower Water St.	NS	mileage	11				\$ 4.40
Travel Claim	16-Jul-18	Business Meeting	16-Jul-18	16-Jul-18	Barrington St.	NS	mileage	10				\$ 4.00
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Credit Card	6-Aug-18	Conference	3-Jul-18	9-Jul-18	Mont-Tremblanc	QC	receipted meal		\$ 35.78			\$ 35.78
Credit Card	6-Aug-18	Business Meeting	16-Jul-18	16-Jul-18	Barrington St.	NS	parking				\$ 8.00	\$ 8.00
Credit Card	6-Aug-18	Business Meeting	17-Sep-18	18-Sep-18	Ottawa	ON	airfare				\$ 466.73	\$ 466.73
Credit Card	6-Aug-18	Business Meeting	2-Aug-18	2-Aug-18	Barrington St.	NS	parking				\$ 8.00	\$ 8.00
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Direct Invoice	22-Aug-18	College Meetings	22-Aug-18	24-Aug-18	103 Shore Road, Digby	NS	accommodations			\$ 736.00		\$ 736.00
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Travel Claim	30-Aug-18	College Event	1-Aug-18	1-Aug-18	Truro	NS	mileage/tolls	284			\$ 2.00	\$ 115.60
Travel Claim	30-Aug-18	Business Meetings	8-Aug-18	8-Aug-18	Larry Uteck, Barrington St.	NS	mileage	27				\$ 10.80
Travel Claim	30-Aug-18	Business Meetings	9-Aug-18	9-Aug-18	Barrington St.	NS	mileage	10				\$ 4.00
Travel Claim	30-Aug-18	Business Meetings	10-Aug-18	10-Aug-18	Antigonish, Guysborough, IT	NS	mileage	549				\$ 219.60
Travel Claim	30-Aug-18	College Event	16-Aug-18	16-Aug-18	Truro	NS	mileage/tolls	198			\$ 2.00	\$ 81.20
Travel Claim	30-Aug-18	Business Meetings	20-Aug-18	21-Aug-18	Charlottetown	PE	mileage/overnight	447			\$ 5.00	\$ 183.80
Travel Claim	30-Aug-18	College Meetings	22-Aug-18	24-Aug-18	Digby	NS	mileage/overnight	314			\$ 10.00	\$ 135.60
Travel Claim	30-Aug-18	Business Meetings	27-Aug-18	27-Aug-18	Barrington St., Bedford Hwy, IT	NS	mileage/tolls	32			\$ 2.00	\$ 14.80
Travel Claim	30-Aug-18	Business Meetings	28-Aug-18	28-Aug-18	Akerley Blvd, Hollis St.	NS	mileage/tolls	27			\$ 2.00	\$ 12.80
Travel Claim	30-Aug-18	Business Meetings	29-Aug-18	29-Aug-18	Ivany	NS	mileage/tolls	32			\$ 2.00	\$ 14.80
Travel Claim	30-Aug-18	Business Meetings	30-Aug-18	30-Aug-18	Cove	NS	mileage/tolls	32			\$ 2.00	\$ 14.80
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Credit Card	6-Sep-18	Business Meeting	20-Aug-18	21-Aug-18	Charlottetown	PE	accommodations/tolls			\$ 265.50	\$ 47.00	\$ 312.50
Credit Card	6-Sep-18	Business Meeting	27-Aug-18	27-Aug-18	Barrington St.	NS	parking				\$ 8.00	\$ 8.00
Reviewed by Internal Auditor: <i>Bruce Spares</i>												

D. Bureaux Travel Report (2018/2019)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	24-Sep-18	Business Meeting	2-Aug-18	2-Aug-18	Barrington St.	NS	mileage	10				\$ 4.00
Travel Claim	24-Sep-18	Business/College Meetings	6-Sep-18	6-Sep-18	Ivany, Spring Garden, Lower Water, and Gov. House	NS	mileage/tolls	52			\$ 2.00	\$ 22.80
Travel Claim	24-Sep-18	Business Meeting	7-Sep-18	7-Sep-18	Argyle St.	NS	mileage	10				\$ 4.00
Travel Claim	24-Sep-18	Business Event (Saturday)	8-Sep-18	8-Sep-18	Spring Garden Rd.	NS	mileage/tolls	156			\$ 2.00	\$ 64.40
Travel Claim	24-Sep-18	Business Event (Sunday)	9-Sep-18	9-Sep-18	St. George St., Annapolis	NS	mileage	249				\$ 99.60
Travel Claim	24-Sep-18	College Meetings	10-Sep-18	10-Sep-18	Akerley / Ivany	NS	mileage/tolls	34			\$ 2.00	\$ 15.60
Travel Claim	24-Sep-18	Business Meeting	13-Sep-18	13-Sep-18	Akerley Blvd	NS	mileage/tolls	18			\$ 2.00	\$ 9.20
Travel Claim	24-Sep-18	Business Meetings	14-Sep-18	14-Sep-18	Barrington St. / Granville St.	NS	mileage	15				\$ 6.00
Travel Claim	24-Sep-18	Business Meetings	17-Sep-18	19-Sep-18	Ottawa	ON	mileage/meals/overnight	33	\$ 23.34		\$ 10.00	\$ 46.54
Travel Claim	24-Sep-18	Business Meetings	19-Sep-18	19-Sep-18	Airport, Summer St., South Park St.	NS	mileage	45				\$ 18.00
Travel Claim	24-Sep-18	Business Meeting	20-Sep-18	20-Sep-18	Upper Water St.	NS	mileage	10				\$ 4.00
Travel Claim	24-Sep-18	Business Meetings	24-Sep-18	24-Sep-18	Strait Area, Inverness, IT	NS	mileage/overnight	706			\$ 5.00	\$ 287.40
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	31-Oct-18	College/Business Meetings	1-Oct-18	1-Oct-18	Ivany, Maritime Centre	NS	mileage/bridge	29			\$ 2.00	\$ 13.60
Travel Claim	31-Oct-18	Business Meeting	3-Oct-18	3-Oct-18	Cunard Centre	NS	mileage	12				\$ 4.80
Travel Claim	31-Oct-18	College/Business Meetings	4-Oct-18	4-Oct-18	South Park St., Argyle St.	NS	mileage	10				\$ 4.00
Travel Claim	31-Oct-18	Business Meeting/Event	15-Oct-18	15-Oct-18	Upper Water St., Market St.	NS	mileage	19				\$ 7.60
Travel Claim	31-Oct-18	College/Business Meetings	16-Oct-18	16-Oct-18	Ivany, Barrington	NS	mileage/bridge	42			\$ 2.00	\$ 18.80
Travel Claim	31-Oct-18	Business Meeting	17-Oct-18	17-Oct-18	Marginal Rd., Argyle St.	NS	mileage	13				\$ 5.20
Travel Claim	31-Oct-18	Business Meeting	18-Oct-18	18-Oct-18	Maritime Centre	NS	mileage	10				\$ 4.00
Travel Claim	31-Oct-18	College Meeting	23-Oct-18	23-Oct-18	Pictou	NS	mileage	324				\$ 129.60
Travel Claim	31-Oct-18	Business Meetings	25-Oct-18	25-Oct-18	Akerley Blvd, Market St.	NS	mileage/bridge	28			\$ 2.00	\$ 13.20
Travel Claim	31-Oct-18	Business Meetings	30-Oct-18	31-Oct-18	Airport (to Ottawa), Argyle Street	NS	mileage/overnight/bridge	79			\$ 6.00	\$ 37.60
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Oct-18	Business Meeting	6-Sep-18	6-Sep-18	Spring Garden Rd.	NS	parking				\$ 5.00	\$ 5.00
Credit Card	6-Oct-18	Business Meeting	14-Sep-18	14-Sep-18	Granville Street / Brunswick Street	NS	parking				\$ 13.00	\$ 13.00
Credit Card	6-Oct-18	Business Meetings	17-Sep-18	19-Sep-18	Ottawa	ON	transportation/receipted meals		\$ 49.00		\$ 111.92	\$ 160.92
Credit Card	6-Oct-18	Business Meeting	19-Sep-18	19-Sep-18	South Park St.	NS	parking				\$ 8.00	\$ 8.00
Credit Card	6-Oct-18	Business Meeting	20-Sep-18	20-Sep-18	Upper Water St.	NS	parking				\$ 20.00	\$ 20.00
Credit Card	6-Oct-18	Business Meetings	24-Sep-18	25-Sep-18	Inverness	NS	accommodations/receipted meals		\$ 40.10	\$ 193.55		\$ 233.65
Credit Card	6-Oct-18	Business Meetings	15-Nov-18	17-Nov-18	St. John's (Flight cancelled due to weather)	NF	airfare (will be applied to future travel)				\$ 445.34	\$ 445.34
Credit Card	6-Oct-18	Business Meetings	30-Oct-18	31-Oct-18	Ottawa	ON	airfare				\$ 220.94	\$ 220.94
Credit Card	6-Oct-18	Business Meeting	1-Oct-18	1-Oct-18	Hollis St.	NS	parking				\$ 5.00	\$ 5.00
Credit Card	6-Oct-18	Business Meeting	2-Oct-18	2-Oct-18	One Government Place	NS	transportation				\$ 13.13	\$ 13.13
Credit Card	6-Oct-18	College Meeting/Event	4-Oct-18	4-Oct-18	South Park St. / Argyle St.	NS	parking				\$ 32.00	\$ 32.00
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Nov-18	Business Meeting	30-Oct-18	31-Oct-18	Ottawa	ON	airfare/meal/taxi/parking/accommodation		\$ 32.19	\$ 222.11	\$ 310.01	\$ 564.31
Credit Card	6-Nov-18	Business Meeting	4-Nov-18	6-Nov-18	Ottawa	ON	airfare/transportation				\$ 933.63	\$ 933.63
Credit Card	6-Nov-18	Business Event	15-Oct-18	15-Oct-18	Market Street	NS	parking				\$ 4.00	\$ 4.00
Credit Card	6-Nov-18	Business Meeting	16-Oct-18	16-Oct-18	Barrington Street	NS	parking				\$ 10.00	\$ 10.00
Credit Card	6-Nov-18	Business Meetings	17-Oct-18	17-Oct-18	Marginal Rd., Argyle St.	NS	parking				\$ 22.00	\$ 22.00
Credit Card	6-Nov-18	Business Meeting	18-Oct-18	18-Oct-18	Barrington Street	NS	parking				\$ 5.00	\$ 5.00
Credit Card	6-Nov-18	Business Meeting	25-Oct-18	25-Oct-18	Market Street	NS	transportation				\$ 14.74	\$ 14.74
Credit Card	6-Nov-18	Business Meeting	31-Oct-18	31-Oct-18	Argyle St.	NS	parking				\$ 6.50	\$ 6.50
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	30-Nov-18	College Meeting	1-Nov-18	1-Nov-18	Kempt Road	NS	mileage	4				\$ 1.60
Travel Claim	30-Nov-18	Business Meeting	2-Nov-18	2-Nov-18	Upper Water St., Hollis St.	NS	mileage	18.5				\$ 7.40
Travel Claim	30-Nov-18	College Event	3-Nov-18	3-Nov-18	Bridgewater	NS	mileage	190				\$ 76.00
Travel Claim	30-Nov-18	Business Meetings	4-Nov-18	6-Nov-18	Airport to Ottawa	NS	mileage/overnight	116			\$ 10.00	\$ 56.40
Travel Claim	30-Nov-18	College Meetings	8-Nov-18	8-Nov-18	Silver Dart Dr.	NS	mileage/bridge	70			\$ 2.00	\$ 30.00



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Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	30-Nov-18	College Meetings	14-Nov-18	14-Nov-18	Brownlow Ave, Akerley	NS	mileage/bridge	27			\$ 2.00	\$ 12.80
Travel Claim	30-Nov-18	College Meetings	15-Nov-18	15-Nov-18	Ivany	NS	mileage/bridge	32			\$ 2.00	\$ 14.80
Travel Claim	30-Nov-18	Business Meeting	19-Nov-18	19-Nov-18	Parker St.	NS	mileage/bridge	32			\$ 2.00	\$ 14.80
Travel Claim	30-Nov-18	College Meeting	21-Nov-18	21-Nov-18	Lacewood Dr.	NS	mileage	11				\$ 4.40
Travel Claim	30-Nov-18	Business Event	22-Nov-18	22-Nov-18	Marginal Rd.	NS	mileage	12				\$ 4.80
Travel Claim	30-Nov-18	Business Meetings	23-Nov-18	23-Nov-18	Brunswick St., Argyle St.	NS	mileage	10				\$ 4.00
Travel Claim	30-Nov-18	College Meetings	26-Nov-18	26-Nov-18	Silver Dart Dr.	NS	mileage/bridge	70			\$ 2.00	\$ 30.00
Travel Claim	30-Nov-18	College Meetings	27-Nov-18	27-Nov-18	Cove Lane	NS	mileage/bridge	14			\$ 2.00	\$ 7.60
Travel Claim	30-Nov-18	Business Meeting	28-Nov-18	28-Nov-18	Bedford Hwy	NS	mileage/bridge	25			\$ 2.00	\$ 12.00
Travel Claim	30-Nov-18	College Event	30-Nov-18	30-Nov-18	Pictou	NS	mileage/bridge	324			\$ 2.00	\$ 131.60
Reviewed by Internal Auditor: <i>B. Sparks</i>												
Credit Card (EE)	8-Nov-18	Business Meeting	2-Nov-18	2-Nov-18	Upper Water St.	NS	parking				\$ 12.00	\$ 12.00
Reviewed by Internal Auditor: <i>B. Sparks</i>												
Credit Card	6-Dec-18	Business Meetings	4-Nov-18	6-Nov-18	Ottawa	ON	transportation/parking/meals/accom.		\$ 98.23	\$ 467.72	\$ 104.24	\$ 670.19
Credit Card	6-Dec-18	College Meetings	8-Nov-18	8-Nov-18	Silver Dart Dr.	NS	parking				\$ 16.00	\$ 16.00
Credit Card	6-Dec-18	Business Event	22-Nov-18	22-Nov-18	Marginal Rd.	NS	parking				\$ 8.50	\$ 8.50
Credit Card	6-Dec-18	Business Meetings	23-Nov-18	23-Nov-18	Brunswick St., Argyle St.	NS	parking				\$ 12.00	\$ 12.00
Credit Card	6-Dec-18	College Meetings	26-Nov-18	26-Nov-18	Marconi Campus	NS	parking/air transportation fee				\$ 45.00	\$ 45.00
Credit Card	6-Dec-18	College Event	30-Nov-18	30-Nov-18	Pictou Campus	NS	meal		\$ 9.06			\$ 9.06
Credit Card	6-Dec-18	Business Meetings	3-Dec-18	5-Dec-18	Winnipeg	MB	meals/parking/taxi		\$ 81.95		\$ 89.87	\$ 171.82
Reviewed by Internal Auditor: <i>B. Sparks</i>												
Travel Claim	21-Dec-18	Business Meetings	3-Dec-18	5-Dec-18	Winnipeg	MB	mileage/overnight	66			\$ 10.00	\$ 36.40
Travel Claim	21-Dec-18	College / Business Meetings	6-Dec-18	6-Dec-18	Burnside, Barrington St.	NS	mileage/bridge	24			\$ 2.00	\$ 11.60
Travel Claim	21-Dec-18	Business / College Meetings	7-Dec-18	7-Dec-18	Parker St., Lower Water St.	NS	mileage/bridge	26			\$ 2.00	\$ 12.40
Travel Claim	21-Dec-18	College Meeting	10-Dec-18	10-Dec-18	Bedford Hwy	NS	mileage	8				\$ 3.20
Travel Claim	21-Dec-18	Business Meeting	13-Dec-18	13-Dec-18	Kempt Road	NS	mileage	3				\$ 1.20
Travel Claim	21-Dec-18	Business Meeting	14-Dec-18	14-Dec-18	Barrington St.	NS	mileage	10				\$ 4.00
Travel Claim	21-Dec-18	Business Meeting	20-Dec-18	20-Dec-18	Hollis St.	NS	mileage	10				\$ 4.00
Travel Claim	21-Dec-18	Business Meetings	21-Dec-18	21-Dec-18	Kempt Rd, Young St.	NS	mileage	7				\$ 2.80
Reviewed by Internal Auditor: <i>B. Sparks</i>												
Credit Card	7-Jan-19	Business Meetings	3-Dec-18	5-Dec-18	Winnipeg	MB	transportation/meal		\$ 16.94		\$ 31.52	\$ 48.46
Credit Card	7-Jan-19	Business Meeting	6-Dec-18	6-Dec-18	Barrington St.	NS	parking				\$ 5.00	\$ 5.00
Credit Card	7-Jan-19	Business Meeting	7-Dec-18	7-Dec-18	Lower Water St.	NS	parking				\$ 6.00	\$ 6.00
Credit Card	7-Jan-19	Business Meeting	10-Dec-18	10-Dec-18	Lower Water St.	NS	transportation				\$ 13.50	\$ 13.50
Credit Card	7-Jan-19	Business Meeting	14-Dec-18	14-Dec-18	Barrington St.	NS	parking				\$ 8.00	\$ 8.00
Credit Card	7-Jan-19	Business Meeting	20-Dec-18	20-Dec-18	Hollis St.	NS	parking				\$ 11.00	\$ 11.00
Credit Card	7-Jan-19	College Meetings	3-Jan-19	4-Jan-19	Sydney	NS	parking/meal/accomodations		\$ 38.64	\$ 139.59	\$ 25.00	\$ 203.23
Reviewed by Internal Auditor: <i>B. Sparks</i>												
Travel Claim	31-Jan-19	College Meetings	3-Jan-19	4-Jan-19	Airport	NS	mileage/overnight	115			\$ 5.00	\$ 51.00
Travel Claim	31-Jan-19	College Meetings	7-Jan-19	7-Jan-19	Hollis St., Spring Garden Rd.	NS	mileage	10				\$ 4.00
Travel Claim	31-Jan-19	Business Meetings	10-Jan-19	10-Jan-19	Bayne St., Hollis St.	NS	mileage	11				\$ 4.40
Travel Claim	31-Jan-19	College Meetings	14-Jan-19	14-Jan-19	Ivany	NS	mileage/bridge	32			\$ 2.00	\$ 14.80
Travel Claim	31-Jan-19	Business Meetings	15-Jan-19	15-Jan-19	Franklyn St.	NS	mileage	12				\$ 4.80
Travel Claim	31-Jan-19	Business / College Meetings	16-Jan-19	16-Jan-19	Barrington St., Ivany	NS	mileage/bridge	28			\$ 2.00	\$ 13.20
Travel Claim	31-Jan-19	Business Meeting	17-Jan-19	17-Jan-19	Barrington St.	NS	mileage	11				\$ 4.40
Travel Claim	31-Jan-19	College Meetings	21-Jan-19	21-Jan-19	Strait Area	NS	mileage	550				\$ 220.00
Travel Claim	31-Jan-19	Business Meetings	22-Jan-19	22-Jan-19	Hollis St.	NS	mileage	10				\$ 4.00
Travel Claim	31-Jan-19	Business Meetings	24-Jan-19	24-Jan-19	Marginal Rd.	NS	mileage	12				\$ 4.80
Travel Claim	31-Jan-19	Business Meetings	25-Jan-19	25-Jan-19	Main St., Antigonish	NS	mileage	428				\$ 171.20
Travel Claim	31-Jan-19	Business Meetings	28-Jan-19	28-Jan-19	Hollis St., IT, Hollis St.	NS	mileage	20				\$ 8.00

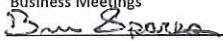


D. Bureaux Travel Report (2018/2019)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	31-Jan-19	Business Meetings	29-Jan-19	29-Jan-19	Market St.	NS	mileage	10				\$ 4.00
Travel Claim	31-Jan-19	Business Meetings	30-Jan-19	30-Jan-19	Bedford Hwy	NS	mileage	8				\$ 3.20
Travel Claim	31-Jan-19	Business Meetings	31-Jan-19	31-Jan-19	Windmill Rd.	NS	mileage	13				\$ 5.20
Reviewed by Internal Auditor: <i>B. Spones</i>												
Credit Card	6-Feb-19	College Meeting	7-Jan-19	7-Jan-19	Hollis St.	NS	parking				\$ 11.00	\$ 11.00
Credit Card	6-Feb-19	Business Meeting	10-Jan-19	10-Jan-19	Hollis St.	NS	parking				\$ 8.00	\$ 8.00
Credit Card	6-Feb-19	Business Meeting	16-Jan-19	16-Jan-19	Barrington St.	NS	parking				\$ 12.00	\$ 12.00
Credit Card	6-Feb-19	Business Meeting	22-Jan-19	22-Jan-19	Hollis St.	NS	parking				\$ 8.00	\$ 8.00
Credit Card	6-Feb-19	Business Meeting	28-Jan-19	28-Jan-19	Hollis St.	NS	parking				\$ 8.00	\$ 8.00
Credit Card	6-Feb-19	Business Meeting	29-Jan-19	29-Jan-19	Market St.	NS	parking				\$ 12.00	\$ 12.00
Credit Card	6-Feb-19	Business Meeting	30-Jan-19	30-Jan-19	Bedford Hwy.	NS	parking				\$ 3.00	\$ 3.00
Credit Card	6-Feb-19	College Meetings	4-May-19	8-May-19	Niagara Falls (via Toronto)	ON	airfare				\$ 575.02	\$ 575.02
Reviewed by Internal Auditor: <i>B. Spones</i>												
Travel Claim	28-Feb-19	Business Meeting	1-Feb-19	1-Feb-19	Akerley Blvd.	NS	mileage/bridge	16			\$ 2.00	\$ 8.40
Travel Claim	28-Feb-19	Business Meetings	6-Feb-19	6-Feb-19	Argyle St./Cowie Hill Rd.	NS	mileage	22				\$ 8.80
Travel Claim	28-Feb-19	Business Meeting	8-Feb-19	8-Feb-19	Akerley Blvd.	NS	mileage/bridge	16			\$ 2.00	\$ 8.40
Travel Claim	28-Feb-19	Business Meetings	12-Feb-19	12-Feb-19	Akerley Campus	NS	mileage/bridge	24			\$ 2.00	\$ 11.60
Travel Claim	28-Feb-19	Business Meetings	19-Feb-19	20-Feb-19	Burridge Campus	NS	mileage/overnight	598			\$ 5.00	\$ 244.20
Travel Claim	28-Feb-19	College Meeting/Business Event	21-Feb-19	21-Feb-19	Cowie Hill Rd./Market St.	NS	mileage	22				\$ 8.80
Travel Claim	28-Feb-19	Business/College Meetings	22-Feb-19	22-Feb-19	Kempt Rd, Bedford Hwy	NS	mileage/bridge	30			\$ 2.00	\$ 14.00
Travel Claim	28-Feb-19	Business Meeting	25-Feb-19	27-Feb-19	Lower Water St./Truro/Dieppe	NS/NB	mileage/bridge/overnight	432			\$ 11.00	\$ 183.80
Travel Claim	28-Feb-19	Business Meetings	27-Feb-19	28-Feb-19	Truro/Halifax International Airport/Toronto	NS	mileage/overnight	64			\$ 5.00	\$ 30.60
Travel Claim	28-Feb-19	Business Meetings	28-Feb-19	28-Feb-19	from airport to Ivany/IT Campus	NS	mileage/bridge	51			\$ 1.00	\$ 21.40
Reviewed by Internal Auditor: <i>B. Spones</i>												
Credit Card	6-Mar-19	Business Meeting	6-Feb-19	6-Feb-19	Argyle St.	NS	parking				\$ 8.50	\$ 8.50
Credit Card	6-Mar-19	Business Meeting	27-Feb-19	28-Feb-19	Toronto	ON	airfare				\$ 405.44	\$ 405.44
Credit Card	6-Mar-19	Business Meeting	19-Feb-19	20-Feb-19	Burridge Campus	NS	receipted meals/accommodations		\$ 41.58	\$ 132.70		\$ 174.28
Credit Card	6-Mar-19	Business Event	21-Feb-19	21-Feb-19	Market St.	NS	parking				\$ 12.00	\$ 12.00
Credit Card	6-Mar-19	Business Meeting	21-Feb-19	21-Feb-19	Leeds St.	NS	taxi				\$ 14.08	\$ 14.08
Credit Card	6-Mar-19	Business Meetings	25-Feb-19	27-Feb-19	Lower Water St./Truro/Dieppe	NS/NB	accommodations/parking/meals		\$ 10.28	\$ 204.70	\$ 6.00	\$ 220.98
Credit Card	6-Mar-19	Business Meetings	27-Feb-19	28-Feb-19	Toronto	ON	accommodations/transportation/meals		\$ 47.00	\$ 233.86	\$ 64.70	\$ 345.56
Reviewed by Internal Auditor: <i>B. Spones</i>												
Credit Card (EE)	6-Mar-19	Business Conference	4-May-19	8-May-19	Niagara Falls (via Toronto)	ON	accommodations (deposit)			\$ 226.18		\$ 226.18
Reviewed by Internal Auditor: <i>B. Spones</i>												
Travel Claim	28-Mar-19	Business Event / College Mtg.	6-Mar-19	6-Mar-19	Akerley Campus	NS	mileage/bridge	24			\$ 2.00	\$ 11.60
Travel Claim	28-Mar-19	College/Business Meetings	7-Mar-19	7-Mar-19	Akerley, Hollis St., Barrington St., Lower Water St.	NS	mileage/bridge	28			\$ 2.00	\$ 13.20
Travel Claim	28-Mar-19	Business Meetings	8-Mar-19	8-Mar-19	Parker St., Lower Water St.	NS	mileage/bridge	30			\$ 2.00	\$ 14.00
Travel Claim	28-Mar-19	College Event	25-Mar-19	25-Mar-19	Lunenburg Campus	NS	mileage	212				\$ 84.80
Travel Claim	28-Mar-19	College/Business Meetings	26-Mar-19	26-Mar-19	Akerley, Robie St.	NS	mileage/bridge	28.5			\$ 2.00	\$ 13.40
Travel Claim	28-Mar-19	Business Meeting	27-Mar-19	27-Mar-19	Barrington Street	NS	mileage	8.5				\$ 3.40
Travel Claim	28-Mar-19	Business Meetings	28-Mar-19	28-Mar-19	Kempt Rd, Spring Garden Rd.	NS	mileage	10.3				\$ 4.12
Reviewed by Internal Auditor: <i>B. Spones</i>												
Credit Card	8-Apr-19	Business Meeting	7-Mar-19	7-Mar-19	Akerley, Hollis St., Barrington St., Lower Water St.	NS	parking				\$ 18.50	\$ 18.50
Credit Card	8-Apr-19	Business Meeting	7-Mar-19	7-Mar-19	Ottawa (flight cancelled - credit on file)	ON	airfare				\$ 1,024.48	\$ 1,024.48
Credit Card	8-Apr-19	Business Meeting	8-Mar-19	8-Mar-19	Parker St., Lower Water St.	NS	parking				\$ 6.00	\$ 6.00
Credit Card	8-Apr-19	Business Meetings	26-Mar-19	26-Mar-19	Robie St.	NS	parking				\$ 6.00	\$ 6.00
Credit Card	8-Apr-19	Business Meetings	27-Mar-19	27-Mar-19	Barrington St.	NS	parking				\$ 22.00	\$ 22.00
Credit Card	8-Apr-19	Business Meetings	28-Mar-19	28-Mar-19	Kempt Rd., Spring Garden Rod.	NS	parking				\$ 4.00	\$ 4.00
Credit Card	8-Apr-19	College Event	1-Apr-19	1-Apr-19	Culmberland Campus	NS	receipted meal		\$ 9.53			\$ 9.53
Credit Card	8-Apr-19	Business Meetings	3-Apr-19	3-Apr-19	Grafton St., Granville St.	NS	parking				\$ 11.75	\$ 11.75



D. Bureaux Travel Report (2018/2019)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card	8-Apr-19	Business Meetings	4-Apr-19	4-Apr-19	Upper Water St.	NS	parking				\$ 9.00	\$ 9.00
Credit Card	8-Apr-19	Business Meetings	5-Apr-19	5-Apr-19	Granville St.	NS	parking				\$ 8.50	\$ 8.50
Reviewed by Internal Auditor:												

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card (CAP)	7-May-18	Business Meeting	23-Apr-18	23-Apr-18	5685 Leeds Street	NS	Receipted Meal		\$ 1.95			\$ 1.95
Direct Invoice	9-May-18	Business Meeting	9-May-18	9-May-18	5685 Leeds Street	NS	Receipted Meal		\$ 32.44			\$ 32.44
Reviewed by Internal Auditor: <i>Bruce Spores</i>												
Credit Card	7-May-18	Business Meeting	16-Apr-18	16-Apr-18	Lower Water St.	NS	Receipted Meal		\$ 17.10			\$ 17.10
Credit Card	7-May-18	Business Meeting	18-Apr-18	18-Apr-18	Lower Water St.	NS	Receipted Meal		\$ 106.85			\$ 106.85
Credit Card	7-May-18	Business / Campus Meetings	23-Apr-18	24-Apr-18	Cape Breton	NS	Receipted Meal		\$ 23.41			\$ 23.41
Credit Card	7-May-18	Business Meeting	25-Apr-18	25-Apr-18	Barrington St.	NS	Receipted Meal		\$ 63.20			\$ 63.20
Credit Card	7-May-18	College Meeting	27-Apr-18	27-Apr-18	Bedford Highway	NS	Receipted Meal		\$ 26.91			\$ 26.91
Credit Card	7-May-18	College Meeting	1-May-18	1-May-18	Victoria	BC	Receipted Meal		\$ 53.30			\$ 53.30
Reviewed by Internal Auditor: <i>Bruce Spores</i>												
Credit Card (CAP)	6-Jun-18	Business Meeting	16-May-18	16-May-18	5685 Leeds Street	NS	Receipted Meal		\$ 36.70			\$ 36.70
Reviewed by Internal Auditor: <i>Bruce Spores</i>												
Credit Card (EE)	6-Apr-18	Business Event	9-Mar-18	9-Mar-18	Fox Harbour Road	NS	Registration				\$ 1,150.00	\$ 1,150.00
Credit Card (EE)	6-Apr-18	Business Meeting	13-Mar-18	13-Mar-18	5685 Leeds Street	NS	Receipted Meal		\$ 71.91			\$ 71.91
Credit Card (EE)	5-May-18	Business Meeting	22-Apr-18	22-Apr-18	n/a	n/a	Flight Cancellation Fee				\$ 115.00	\$ 115.00
Credit Card (EE)	6-Jun-18	Business Meeting	28-May-18	28-May-18	5685 Leeds Street	NS	Receipted Meal		\$ 57.12			\$ 57.12
Credit Card (EE)	6-Jul-18	Business Meeting	25-Jun-18	25-Jun-18	5685 Leeds Street	NS	Receipted Meal		\$ 43.40			\$ 43.40
Reviewed by Internal Auditor: <i>Bruce Spores</i>												
Credit Card	6-Jun-18	Business Meeting	25-May-18	25-May-18	Hantsport	NS	Receipted Meal		\$ 5.03			\$ 5.03
Reviewed by Internal Auditor: <i>Bruce Spores</i>												
Travel Claim (EE)	21-Jun-18	Business Meeting	13-Jun-18	13-Jun-18	5685 Leeds Street	NS	Receipted Meal		\$ 141.68			\$ 141.68
Reviewed by Internal Auditor: <i>Bruce Spores</i>												
Credit Card	6-Jul-18	Business Meeting	20-Jun-18	20-Jun-18	Truro	NS	Receipted Meal		\$ 40.75			\$ 40.75
Reviewed by Internal Auditor: <i>Bruce Spores</i>												
Credit Card	6-Aug-18	College Meeting	11-Jul-18	11-Jul-18	Young Street	NS	Receipted Meal		\$ 142.06			\$ 142.06
Credit Card	6-Aug-18	College Event	13-Jul-18	13-Jul-18	Lower Water St.	NS	Receipted Meal		\$ 195.79			\$ 195.79
Reviewed by Internal Auditor: <i>Bruce Spores</i>												
Credit Card (CAP)	6-Sep-18	Business Meeting	29-Aug-18	29-Aug-18	5685 Leeds Street	NS	Receipted Meal		\$ 57.90			\$ 57.90
Credit Card (CAP)	6-Sep-18	Business Meeting	4-Sep-18	4-Sep-18	5685 Leeds Street	NS	Receipted Meal		\$ 34.75			\$ 34.75
Reviewed by Internal Auditor: <i>Bruce Spores</i>												
Direct Invoice	22-Aug-18	College Meetings	22-Aug-18	24-Aug-18	103 Shore Road, Digby	NS	Receipted Meals (7 people)		\$ 1,322.00			\$ 1,322.00
Reviewed by Internal Auditor: <i>Bruce Spores</i>												
Credit Card	6-Sep-18	Business Meeting	10-Aug-18	10-Aug-18	Antigonish	NS	Receipted Meal		\$ 64.43			\$ 64.43
Credit Card	6-Sep-18	Business Meeting	27-Aug-18	27-Aug-18	Bedford	NS	Receipted Meal		\$ 4.60			\$ 4.60
Reviewed by Internal Auditor: <i>Bruce Spores</i>												
Credit Card (EE)	6-Aug-18	Business Meeting	16-Jul-18	16-Jul-18	5685 Leeds Street	NS	Receipted Meal		\$ 53.82			\$ 53.82
Reviewed by Internal Auditor: <i>Bruce Spores</i>												
Credit Card (EE)	6-Sep-18	Business Meeting	7-Aug-18	7-Aug-18	5685 Leeds Street	NS	Receipted Meal		\$ 53.59			\$ 53.59
Reviewed by Internal Auditor: <i>Bruce Spores</i>												
Direct Invoice	16-Oct-18	Business Meeting	16-Oct-18	16-Oct-18	5685 Leeds Street	NS	Receipted Meal		\$ 27.37			\$ 27.37
Reviewed by Internal Auditor: <i>Bruce Spores</i>												
Credit Card (EE)	8-Oct-18	Business Meeting	7-Sep-18	7-Sep-18	5685 Leeds Street	NS	Receipted Meal		\$ 58.12			\$ 58.12
Credit Card (EE)	8-Oct-18	Business Meeting	10-Sep-18	10-Sep-18	80 Mawioni Place	NS	Receipted Meal		\$ 7.86			\$ 7.86
Credit Card (EE)	8-Oct-18	Business Event (Table)	10-Sep-18	10-Sep-18	Lower Water St.	NS	Receipted Meal		\$ 1,650.00			\$ 1,650.00
Credit Card (EE)	8-Oct-18	Business Meeting	11-Sep-18	11-Sep-18	5685 Leeds Street	NS	Receipted Meal		\$ 2.60			\$ 2.60
Credit Card (EE)	8-Oct-18	Business Meeting	20-Sep-18	20-Sep-18	5685 Leeds Street	NS	Receipted Meal		\$ 2.75			\$ 2.75
Reviewed by Internal Auditor: <i>Bruce Spores</i>												
Credit Card	6-Oct-18	Business Event	2-Nov-18	2-Nov-18	Upper Water Street	NS	Receipted Meal (table)		\$ 500.00			\$ 500.00
Credit Card	6-Oct-18	Business Meeting	19-Sep-18	19-Sep-18	South Park St.	NS	Receipted Meal		\$ 48.55			\$ 48.55



D. Bureaux Hospitality Report (2018/2019)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card	6-Oct-18	Business Event	1-Nov-18	1-Nov-18	Argyle St.	NS	Receipted Meals (table)		\$ 1,414.50			\$ 1,414.50
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Direct Invoice	22-Nov-18	Business Meeting	22-Nov-18	22-Nov-18	5685 Leeds Street	NS	Receipted Meal		\$ 22.43			\$ 22.43
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Credit Card	6-Nov-18	Business Meeting	31-Oct-18	31-Oct-18	Prince St.	NS	Receipted Meal		\$ 21.68			\$ 21.68
Credit Card	6-Nov-18	Business Meeting	1-Nov-18	1-Nov-18	Young Street	NS	Receipted Meal		\$ 118.21			\$ 118.21
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Credit Card (EE)	8-Nov-18	Business Meeting	11-Oct-18	11-Oct-18	5685 Leeds Street	NS	Receipted Meal		\$ 57.12			\$ 57.12
Credit Card (EE)	8-Nov-18	Business Meetings	15-Oct-18	15-Oct-18	5685 Leeds Street	NS	Receipted Meal		\$ 5.78			\$ 5.78
Credit Card (EE)	8-Nov-18	Business Meeting	22-Oct-18	22-Oct-18	5685 Leeds Street	NS	Receipted Meal		\$ 74.28			\$ 74.28
Credit Card (EE)	8-Nov-18	Business Meeting	24-Oct-18	24-Oct-18	5685 Leeds Street	NS	Receipted Meal		\$ 75.06			\$ 75.06
Credit Card (EE)	8-Nov-18	Business Meeting	25-Oct-18	25-Oct-18	5685 Leeds Street	NS	Receipted Meal		\$ 1.95			\$ 1.95
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Direct Invoice	27-Nov-18	Business Meeting	27-Nov-18	27-Nov-18	5685 Leeds Street	NS	Receipted Meal		\$ 61.07			\$ 61.07
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Credit Card (EE)	6-Dec-18	Business Meetings	19-Nov-18	19-Nov-18	5685 Leeds Street	NS	Receipted Meals		\$ 44.14			\$ 44.14
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Credit Card (EE)	7-Jan-19	Business Meeting	19-Dec-18	19-Dec-18	Morris St.	NS	Receipted Meals		\$ 69.76			\$ 69.76
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Credit Card	7-Jan-19	Business Meeting	7-Dec-18	7-Dec-18	Lower Water St.	NS	Receipted Meal		\$ 77.28			\$ 77.28
Credit Card	7-Jan-19	Business Meeting	10-Dec-18	10-Dec-18	Lower Water St.	NS	Receipted Meal		\$ 68.95			\$ 68.95
Credit Card	7-Jan-19	Business Meeting	10-Dec-18	10-Dec-18	Kempt Rd.	NS	Receipted Meal		\$ 26.00			\$ 26.00
Credit Card	7-Jan-19	Business Meeting	11-Dec-18	11-Dec-18	Hantsport	NS	Receipted Meal		\$ 7.48			\$ 7.48
Credit Card	7-Jan-19	Business Meeting	13-Dec-18	13-Dec-18	Kempt Rd.	NS	Receipted Meal		\$ 25.43			\$ 25.43
Credit Card	7-Jan-19	Business Meeting	20-Dec-18	20-Dec-18	Young Street	NS	Receipted Meal		\$ 59.33			\$ 59.33
Credit Card	7-Jan-19	Business Meeting	21-Dec-18	21-Dec-18	Kempt Rd.	NS	Receipted Meal		\$ 29.38			\$ 29.38
Credit Card	7-Jan-19	College Meetings	3-Jan-19	4-Jan-19	Sydney	NS	Receipted Meal		\$ 80.15			\$ 80.15
Credit Card	7-Jan-19	College Meeting	5-Jan-19	5-Jan-19	Prospect Rd.	NS	Receipted Meal		\$ 25.49			\$ 25.49
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Credit Card (CAP)	6-Feb-19	Business Meeting	10-Jan-19	10-Jan-19	5685 Leeds Street	NS	Receipted Meal		\$ 37.29			\$ 37.29
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Credit Card	6-Feb-19	College Meeting	7-Jan-19	7-Jan-19	Hollis St.	NS	Receipted Meal		\$ 280.54			\$ 280.54
Credit Card	6-Feb-19	College Meeting	9-Jan-19	9-Jan-19	Bedford	NS	Receipted Meal		\$ 27.00			\$ 27.00
Credit Card	6-Feb-19	Business Meeting	25-Jan-19	25-Jan-19	Main St. Antigonish	NS	Receipted Meal		\$ 66.08			\$ 66.08
Credit Card	6-Feb-19	Business Event	6-Feb-19	6-Feb-19	Argyle St.	NS	Receipted Meal		\$ 390.76			\$ 390.76
Credit Card	6-Feb-19	Business Meeting	30-Jan-19	30-Jan-19	Kempt. Rd.	NS	Receipted Meal		\$ 42.38			\$ 42.38
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Credit Card (EE)	6-Feb-19	Business Meeting	11-Jan-19	11-Jan-19	5685 Leeds Street	NS	Receipted Meal		\$ 68.74			\$ 68.74
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Credit Card	6-Mar-19	Business Meeting	19-Feb-19	20-Feb-19	Burridge Campus	NS	Receipted Meals		\$ 90.31			\$ 90.31
Credit Card	6-Mar-19	Business Meetings	27-Feb-19	28-Feb-19	Toronto	ON	Receipted Meals		\$ 80.32			\$ 80.32
Credit Card	6-Mar-19	Business Event	9-May-19	10-May-19	Fredericton	NB	Receipted Meals (table)		\$ 2,587.50			\$ 2,587.50
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
JV	26-Mar-19	Business Meeting	26-Mar-19	26-Mar-19	Akerley Campus	NS	Receipted Meals		\$ 404.90			\$ 404.90
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Credit Card	8-Apr-19	Business Luncheon	4-Apr-19	4-Apr-19	Upper Water Street	NS	Receipted Meals		\$ 126.38			\$ 126.38
Credit Card	8-Apr-19	Business Meetings	28-Mar-19	28-Mar-19	Spring Garden Rd., Kempt Rd.	NS	Receipted Meals		\$ 38.10			\$ 38.10
Credit Card	8-Apr-19	Business Luncheon	12-Apr-19	12-Apr-19	South Park St.	NS	Receipted Meals		\$ 126.38			\$ 126.38
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										



D. Bureaux Hospitality Report (2018/2019)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card (EE)	8-Apr-19	Business Meetings	7-Mar-19	7-Mar-19	5685 Leeds Street	NS	Receipted Meals		\$ 61.69			\$ 61.69
Reviewed by Internal Auditor:		<u>Bruce Spence</u>										



M. Foster, VP College Services - Travel Report (2018/2019)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	28-Apr-18	Conference	9-Jun-18	13-Jun-18	Vancouver	BC	Hotel Deposit			\$ 269.08		\$ 269.08
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Travel Claim	3-May-18	Business Meeting	9-Apr-18	9-Apr-18	Portland St., Windmill Road	NS	Mileage, Parking and Bridge	13			\$ 4.00	\$ 9.20
Travel Claim	3-May-18	College Event	11-Apr-18	11-Apr-18	Akerley Campus	NS	Mileage and Bridge	24			\$ 1.00	\$ 10.60
Travel Claim	3-May-18	Business Meeting	13-Apr-18	13-Apr-18	Portland St.	NS	Mileage and Parking	10			\$ 1.50	\$ 5.50
Travel Claim	3-May-18	Business Meeting	17-Apr-18	17-Apr-18	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 4.00	\$ 8.00
Travel Claim	3-May-18	College Meeting	19-Apr-18	19-Apr-18	Bridgewater	NS	Mileage	202				\$ 80.80
Travel Claim	3-May-18	Business Meeting	20-Apr-18	20-Apr-18	Barrington St.	NS	Mileage and Parking	10			\$ 8.00	\$ 12.00
Travel Claim	3-May-18	Business Meeting	26-Apr-18	26-Apr-18	Marginal Rd.	NS	Mileage	12				\$ 4.80
Travel Claim	3-May-18	College Meeting	26-Apr-18	26-Apr-18	Halifax Airport Hotel	NS	Mileage, Parking and Bridge	58			\$ 27.00	\$ 50.20
Travel Claim	3-May-18	Business Meeting	27-Apr-18	27-Apr-18	Lower Water St.	NS	Mileage and Parking	11			\$ 5.00	\$ 9.40
Travel Claim	3-May-18	Conference	28-Apr-18	2-May-18	Victoria	BC	Mileage, Meals, Accom, Parking, Taxi's and Bag Fee's	50	\$ 200.00	\$ 1,089.66	\$ 284.00	\$ 1,593.66
Travel Claim	3-May-18	Business Meeting	3-May-18	3-May-18	Brunswick St.	NS	Mileage and Parking	9			\$ 6.00	\$ 9.60
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Travel Claim	1-Jun-18	Business Meeting	9-May-18	9-May-18	Brunswick St.	NS	Mileage and Parking	10			\$ 20.50	\$ 24.50
Travel Claim	1-Jun-18	Business Meeting	17-May-18	17-May-18	Portland St., return to Bedford Highw.	NS	Mileage and Parking	18			\$ 2.00	\$ 9.20
Travel Claim	1-Jun-18	Business Meeting	22-May-18	22-May-18	Summer St.	NS	Mileage and Parking	11			\$ 7.00	\$ 11.40
Travel Claim	1-Jun-18	College Meeting	24-May-18	24-May-18	Bedford Highway	NS	Mileage and Bridge	15			\$ 1.00	\$ 7.00
Travel Claim	1-Jun-18	College Meeting	25-May-18	25-May-18	Barrington St.	NS	Mileage and Parking	10			\$ 11.00	\$ 15.00
Travel Claim	1-Jun-18	Conference	28-May-18	29-May-18	Gatineau	QC	Mileage, Meals, Accom, Parking, Taxi's and Incidental	50	\$ 40.00	\$ 272.51	\$ 144.86	\$ 477.37
Travel Claim	1-Jun-18	Business Meeting	30-May-18	30-May-18	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 5.50	\$ 9.50
Travel Claim	1-Jun-18	Business Meeting	31-May-18	1-Jun-18	Sackville	NB	Mileage, Meals, Accom. and Incidental	428	\$ 25.00	\$ 120.75	\$ 5.00	\$ 321.95
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Travel Claim	14-Jun-18	Convocations	5-Jun-18	6-Jun-18	AVC and Burrigge Campuses	NS	Mileage, Meals, Accom, Incidental and Bridge	658	\$ 50.00	\$ 156.40	\$ 6.00	\$ 475.60
Travel Claim	14-Jun-18	Business Meeting	6-Jun-18	6-Jun-18	Parker St.	NS	Mileage and Bridge	12			\$ 1.00	\$ 5.80
Travel Claim	14-Jun-18	Convocations	7-Jun-18	7-Jun-18	Pictou Campus	NS	Mileage and Meals	307	\$ 15.00			\$ 137.80
Travel Claim	14-Jun-18	Business Meeting	7-Jun-18	7-Jun-18	Wise Rd.	NS	Mileage and Bridge	8			\$ 1.00	\$ 4.20
Travel Claim	14-Jun-18	Business Meeting	8-Jun-18	8-Jun-18	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 4.00	\$ 8.00
Travel Claim	14-Jun-18	Conference	9-Jun-18	13-Jun-18	Vancouver	BC	Mileage, Meals, Accom, Parking, Taxi's and Incidentals	100	\$ 165.00	\$ 807.20	\$ 131.50	\$ 1,143.70
Travel Claim	14-Jun-18	Convocations	14-Jun-18	14-Jun-18	Bedford Highway	NS	Mileage	6				\$ 2.40
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Travel Claim	28-Jun-18	Conference	16-Jun-18	16-Jun-18	Kelowna	BC	Airfare				\$ 338.12	\$ 338.12
Travel Claim	28-Jun-18	Convocations	18-Jun-18	18-Jun-18	Kingstec Campus	NS	Mileage and Meals	182	\$ 10.00			\$ 82.80
Travel Claim	28-Jun-18	Business Meeting	19-Jun-18	19-Jun-18	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 4.00	\$ 8.00
Travel Claim	28-Jun-18	Business Meeting	20-Jun-18	20-Jun-18	Barrington St.	NS	Mileage and Parking	10			\$ 8.00	\$ 12.00
Travel Claim	28-Jun-18	Conference	23-Jun-18	28-Jun-18	Kelowna	BC	Mileage, Meals, Car Rental, Fuel and Incidentals	100	\$ 185.00		\$ 432.71	\$ 657.71
Direct Bill	23-Mar-18	Conference	28-May-18	29-May-18	Ottawa	ON	Airfare				\$ 434.53	\$ 434.53
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Travel Claim	26-Jul-18	Business Meeting	4-Jul-18	4-Jul-18	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 2.50	\$ 6.50
Travel Claim	26-Jul-18	College Meeting	5-Jul-18	5-Jul-18	Halifax Airport Hotel	NS	Mileage and Parking	50			\$ 19.00	\$ 39.00
Travel Claim	26-Jul-18	Business Meeting	16-Jul-18	16-Jul-18	Young St.	NS	Mileage	4				\$ 1.60
Travel Claim	26-Jul-18	Business Meeting	19-Jul-18	19-Jul-18	Spring Garden Rd.	NS	Mileage and Parking	10			\$ 6.00	\$ 10.00
Travel Claim	26-Jul-18	Business Meeting	24-Jul-18	24-Jul-18	Portland St.	NS	Mileage and Parking	10			\$ 2.50	\$ 6.50
Travel Claim	26-Jul-18	Business Meeting	24-Jul-18	24-Jul-18	Bedford Highway	NS	Mileage and Bridge	17			\$ 1.00	\$ 7.80
Travel Claim	26-Jul-18	Business Meeting	25-Jul-18	25-Jul-18	Argyle St.	NS	Mileage and Parking	10			\$ 8.00	\$ 12.00
Travel Claim	26-Jul-18	Business Meeting	26-Jul-18	26-Jul-18	Barrington St.	NS	Mileage and Parking	10			\$ 6.00	\$ 10.00
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Travel Claim	29-Aug-18	Business Meeting	2-Aug-18	2-Aug-18	Barrington St.	NS	Mileage and Parking	10			\$ 5.00	\$ 9.00
Travel Claim	29-Aug-18	Business Meeting	21-Aug-18	21-Aug-18	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 5.50	\$ 9.50
Travel Claim	29-Aug-18	Business Meeting	22-Aug-18	22-Aug-18	Lower Water St.	NS	Mileage and Parking	9			\$ 6.00	\$ 9.60
Travel Claim	29-Aug-18	College Meeting	22-Aug-18	24-Aug-18	Digby	NS	Incidentals				\$ 10.00	\$ 10.00
Travel Claim	29-Aug-18	Business Meeting	27-Aug-18	27-Aug-18	Argyle St.	NS	Mileage and Parking	10			\$ 5.00	\$ 9.00
Travel Claim	29-Aug-18	Business Meeting	28-Aug-18	28-Aug-18	Armdale Rotary	NS	Mileage	8				\$ 3.20
Travel Claim	29-Aug-18	College Meeting	29-Aug-18	29-Aug-18	Ivany Campus	NS	Mileage and Bridge	32			\$ 2.00	\$ 14.80
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Direct Invoice	22-Aug-18	College Meeting	22-Aug-18	24-Aug-18	Digby	NS	Accommodation			\$ 420.90		\$ 420.90



M. Foster, VP College Services and CFO - Travel Report (2018/2019)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	28-Sep-18	Business Meeting	6-Sep-18	6-Sep-18	Barrington St.	NS	Mileage and Parking	10			\$ 10.00	\$ 14.00
Travel Claim	28-Sep-18	Business Meeting	10-Sep-18	10-Sep-18	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 5.00	\$ 9.00
Travel Claim	28-Sep-18	Business Meeting	14-Sep-18	14-Sep-18	Terminal Rd	NS	Mileage and Parking	12			\$ 6.00	\$ 10.80
Travel Claim	28-Sep-18	Business Meeting	18-Sep-18	18-Sep-18	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 4.00	\$ 8.00
Travel Claim	28-Sep-18	Business Meeting	20-Sep-18	20-Sep-18	Terminal Rd	NS	Mileage	12				\$ 4.80
Travel Claim	28-Sep-18	College Meeting	24-Sep-18	24-Sep-18	Bridgewater	NS	Mileage and Meals	216	\$ 15.00			\$ 101.40
Travel Claim	28-Sep-18	College Meeting	26-Sep-18	26-Sep-18	Ivany Campus	NS	Mileage	32				\$ 12.80
Reviewed by Internal Auditor: <i>Ben Spores</i>												
Travel Claim	30-Oct-18	College Meeting	1-Oct-18	1-Oct-18	Ivany Campus	NS	Mileage and Bridge	32			\$ 1.00	\$ 13.80
Travel Claim	30-Oct-18	College Meeting	4-Oct-18	4-Oct-18	South St.	NS	Mileage	10				\$ 4.00
Travel Claim	30-Oct-18	Business Meeting	5-Oct-18	5-Oct-18	Terminal Rd	NS	Mileage	12				\$ 4.80
Travel Claim	30-Oct-18	College Meeting	5-Oct-18	5-Oct-18	Lower Water St.	NS	Mileage and Parking	11			\$ 5.00	\$ 9.40
Travel Claim	30-Oct-18	Business Meeting	11-Oct-18	11-Oct-18	Hollis St.	NS	Mileage and Parking	10			\$ 6.00	\$ 10.00
Travel Claim	30-Oct-18	College Meeting	12-Oct-18	12-Oct-18	Summit St.	NS	Mileage and Bridge	12			\$ 1.00	\$ 5.80
Travel Claim	30-Oct-18	Business Meeting	16-Oct-18	16-Oct-18	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 4.00	\$ 8.00
Travel Claim	30-Oct-18	Business Meeting	18-Oct-18	19-Oct-18	Baddeck	NS	Mileage, Meals, Accommodation and Overnight Inc.	693	\$ 30.00	\$ 349.56	\$ 10.00	\$ 666.76
Travel Claim	30-Oct-18	Business Meeting	22-Oct-18	22-Oct-18	Terminal Rd	NS	Mileage and Bridge	36			\$ 2.00	\$ 16.40
Travel Claim	30-Oct-18	College Meeting	23-Oct-18	23-Oct-18	Pictou Campus	NS	Mileage	299				\$ 119.60
Travel Claim	30-Oct-18	Business Meeting	24-Oct-18	24-Oct-18	Barrington St.	NS	Mileage and Parking	10			\$ 8.00	\$ 12.00
Travel Claim	30-Oct-18	Business Meeting	25-Oct-18	25-Oct-18	Barrington St.	NS	Mileage and Parking	10			\$ 8.00	\$ 12.00
Travel Claim	30-Oct-18	Business Meeting	30-Oct-18	30-Oct-18	Parkland Dr.	NS	Mileage	12				\$ 4.80
Reviewed by Internal Auditor: <i>Ben Spores</i>												
Travel Claim	30-Nov-18	Business Meeting	1-Nov-18	1-Nov-18	Aryle St.	NS	Mileage and Parking	10			\$ 8.00	\$ 12.00
Travel Claim	30-Nov-18	College Meeting	8-Nov-18	8-Nov-18	Halifax Airport Hotel	NS	Mileage and Parking	50			\$ 13.00	\$ 33.00
Travel Claim	30-Nov-18	College Meeting	14-Nov-18	14-Nov-18	Brownlow Ave.	NS	Mileage and Bridge	16			\$ 1.00	\$ 7.40
Travel Claim	30-Nov-18	College Meeting	15-Nov-18	15-Nov-18	Ivany Campus	NS	Mileage and Bridge	32			\$ 1.00	\$ 13.80
Travel Claim	30-Nov-18	Business Meeting	20-Nov-18	20-Nov-18	Barrington St.	NS	Mileage and Parking	10			\$ 10.00	\$ 14.00
Travel Claim	30-Nov-18	Business Meeting	22-Nov-18	22-Nov-18	Barrington St.	NS	Mileage and Parking	10			\$ 12.00	\$ 16.00
Travel Claim	30-Nov-18	Business Meeting	28-Nov-18	28-Nov-18	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 4.00	\$ 8.00
Travel Claim	30-Nov-18	Business Meeting	30-Nov-18	30-Nov-18	Pictou Campus	NS	Meals		\$ 15.00			\$ 15.00
Reviewed by Internal Auditor: <i>Ben Spores</i>												
Travel Claim	10-Dec-18	Business Meeting	3-Dec-18	3-Dec-18	Robie St.	NS	Mileage	12				\$ 4.80
Travel Claim	10-Dec-18	College Meeting	4-Dec-18	4-Dec-18	Parker St.	NS	Mileage and Bridge	34			\$ 1.00	\$ 14.60
Travel Claim	10-Dec-18	Business Meeting	5-Dec-18	5-Dec-18	Truro Campus	NS	Mileage	178				\$ 71.20
Travel Claim	10-Dec-18	College Meeting	6-Dec-18	6-Dec-18	Brownlow Ave.	NS	Mileage	15				\$ 6.00
Travel Claim	10-Dec-18	Business Meeting	6-Dec-18	6-Dec-18	Terminal Rd	NS	Mileage	12				\$ 4.80
Travel Claim	10-Dec-18	College Meeting	7-Dec-18	7-Dec-18	Lower Water St.	NS	Mileage and Parking	10			\$ 9.00	\$ 13.00
Travel Claim	10-Dec-18	Business Meeting	10-Dec-18	10-Dec-18	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 8.00	\$ 12.00
Travel Claim	10-Dec-18	Business Meeting	10-Dec-18	10-Dec-18	Bedford Highway	NS	Mileage	8				\$ 3.20
Reviewed by Internal Auditor: <i>Ben Spores</i>												
Travel Claim	11-Jan-19	College Meeting	7-Jan-19	7-Jan-19	Ivany Campus	NS	Mileage and Bridge	32			\$ 2.00	\$ 14.80
Travel Claim	11-Jan-19	Conference	4-May-19	8-May-19	Niagara Falls	NS	Flight				\$ 500.04	\$ 500.04
Reviewed by Internal Auditor: <i>Ben Spores</i>												
Travel Claim	31-Jan-19	College Meeting	14-Jan-19	14-Jan-19	Ivany Campus	NS	Mileage and Bridge	32			\$ 1.00	\$ 13.80
Travel Claim	31-Jan-19	Business Meeting	18-Jan-19	18-Jan-19	Barrington St.	NS	Mileage and Parking	10			\$ 19.00	\$ 23.00
Travel Claim	31-Jan-19	Business Meeting	23-Jan-19	23-Jan-19	Spring Garden Rd.	NS	Mileage and Parking	11			\$ 8.00	\$ 12.40
Travel Claim	31-Jan-19	College Meeting	25-Jan-19	25-Jan-19	Gottigen St.	NS	Mileage and Parking	9			\$ 2.00	\$ 5.60
Travel Claim	31-Jan-19	Business Meeting	30-Jan-19	30-Jan-19	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 8.50	\$ 12.50
Travel Claim	31-Jan-19	Business Meeting	31-Jan-19	31-Jan-19	Windmill Rd.	NS	Mileage and Bridge	5			\$ 1.00	\$ 3.00
Travel Claim	31-Jan-19	College Meeting	31-Jan-19	31-Jan-19	Windmill Rd.	NS	Mileage	8				\$ 3.20
Reviewed by Internal Auditor: <i>Ben Spores</i>												
Travel Claim	12-Feb-19	Business Meeting	4-Feb-19	4-Feb-19	Brookshire Court	NS	Mileage	24				\$ 9.60
Travel Claim	12-Feb-19	College Meeting	5-Feb-19	5-Feb-19	Windmill Rd.	NS	Mileage and Bridge	8			\$ 1.00	\$ 4.20
Travel Claim	12-Feb-19	Business Meeting	5-Feb-19	5-Feb-19	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 4.00	\$ 8.00
Travel Claim	12-Feb-19	Business Meeting	6-Feb-19	6-Feb-19	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 4.00	\$ 8.00
Travel Claim	12-Feb-19	Conference	21-Jun-19	26-Jun-19	Victoria	BC	Flight				\$ 1,177.38	\$ 1,177.38
Travel Claim	12-Feb-19	College Meeting	12-Feb-19	12-Feb-19	Akerley Campus	NS	Mileage and Bridge	22			\$ 1.00	\$ 9.80



M. Foster, VP College Services and CFO - Travel Report (2018/2019)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Reviewed by Internal Auditor: <u>Bruce Sparks</u>												
Travel Claim	28-Feb-19	College Meeting	19-Feb-19	19-Feb-19	Gottigen St.	NS	Mileage and Parking	8			\$ 1.00	\$ 4.20
Travel Claim	28-Feb-19	Business Meeting	20-Feb-19	20-Feb-19	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 6.50	\$ 10.50
Travel Claim	28-Feb-19	Business Meeting	20-Feb-19	20-Feb-19	Lower Water St.	NS	Mileage and Parking	9			\$ 9.00	\$ 12.60
Travel Claim	28-Feb-19	College Meeting	22-Feb-19	22-Feb-19	Gary Martin Dr.	NS	Mileage	26				\$ 10.40
Travel Claim	28-Feb-19	Business Meeting	26-Feb-19	26-Feb-19	Caldonia Rd.	NS	Mileage and Bridge	24			\$ 1.00	\$ 10.60
Travel Claim	28-Feb-19	College Meeting	28-Feb-19	28-Feb-19	Halifax Airport	NS	Mileage and Bridge	66			\$ 2.00	\$ 28.40
Reviewed by Internal Auditor: <u>Bruce Sparks</u>												
Travel Claim	26-Mar-19	Business Meeting	5-Mar-19	5-Mar-19	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 7.00	\$ 11.00
Travel Claim	26-Mar-19	Business Meeting	6-Mar-19	6-Mar-19	Windsor	NS	Mileage and Meals	114	\$ 15.00			\$ 60.60
Travel Claim	26-Mar-19	College Meeting	7-Mar-19	7-Mar-19	Akerley Campus	NS	Mileage	24				\$ 9.60
Travel Claim	26-Mar-19	Business Meeting	8-Mar-19	8-Mar-19	Portlant St.	NS	Mileage, Parking and Bridge	10			\$ 6.50	\$ 10.50
Travel Claim	26-Mar-19	College Meeting	13-Mar-19	13-Mar-19	Ivany Campus	NS	Mileage and Bridge	32			\$ 1.00	\$ 13.80
Travel Claim	26-Mar-19	Business Meeting	14-Mar-19	14-Mar-19	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 10.00	\$ 14.00
Travel Claim	26-Mar-19	College Meeting	24-Mar-19	24-Mar-19	Akerley Campus	NS	Mileage and Bridge	24			\$ 1.00	\$ 10.60
Travel Claim	26-Mar-19	Business Meeting	24-Mar-19	24-Mar-19	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 4.00	\$ 8.00
Travel Claim	26-Mar-19	College Meeting	26-Mar-19	26-Mar-19	Windmill Rd.	NS	Mileage and Bridge	9			\$ 1.00	\$ 4.60
Reviewed by Internal Auditor: <u>Bruce Sparks</u>												



M. Foster, VP College Services - Hospitality Report (2018/2019)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card	7-May-18	Business Event	26-Apr-18	26-Apr-18	Marginal Rd.	NS	Event Tickets				\$ 50.00	\$ 50.00
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Travel Claim	1-Jun-18	College Meeting	11-May-18	11-May-18	Walter Havill Drive	NS	Receipted Meal		\$ 21.32			\$ 21.32
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Travel Claim	26-Jul-18	Business Meeting	26-Jul-18	26-Jul-18	Barrington St.	NS	Receipted Meal		\$ 29.10			\$ 29.10
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Travel Claim	28-Sep-18	Business Meeting	28-Sep-18	28-Sep-18	IT Campus	NS	Receipted Meal		\$ 3.90			\$ 3.90
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Credit Card	8-Oct-18	College Meeting	11-Sep-18	11-Sep-18	Walter Havill Drive	NS	Receipted Meal		\$ 9.88			\$ 9.88
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										
Travel Claim	30-Oct-18	College Meeting	5-Oct-18	5-Oct-18	Lower Water St.	NS	Receipted Meal		\$ 60.84			\$ 60.84
Travel Claim	30-Oct-18	College Meeting	30-Oct-18	30-Oct-18	Parkland St.	NS	Receipted Meal		\$ 4.95			\$ 4.95
Reviewed by Internal Auditor:		<i>Bruce Spence</i>										



A. Burke, VP Academic - Travel Report (2018/2019)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	2-May-18	College Meeting	4-Apr-18	4-Apr-18	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	2-May-18	College Meeting	4-Apr-18	5-Apr-18	Fredericton	NB	Meals/Overnight		\$ 35.00		\$ 5.00	\$ 40.00
Travel Claim	2-May-18	College Meeting	6-Apr-18	6-Apr-18	Strait Area Campus	NS	Meals		\$ 15.00			\$ 15.00
Travel Claim	2-May-18	College Meeting	9-Apr-18	9-Apr-18	Spectacle Lake Drive	NS	Mileage/Tolls	16.6			\$ 2.00	\$ 8.64
Travel Claim	2-May-18	College Meeting	25-Apr-18	25-Apr-18	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	2-May-18	College Meeting	26-Apr-18	26-Apr-18	ALT Hotel, Halifax Airport	NS	Mileage	74				\$ 29.60
Travel Claim	2-May-18	Conference	28-Apr-18	2-May-18	Victoria	BC	Meals/Overnight		\$ 220.00		\$ 20.00	\$ 240.00
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Direct Billed	13-Apr-18	College Meeting	11-Apr-18	13-Apr-18	Lunenburg Campus	NS	Rental Car				\$ 83.67	\$ 83.67
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	7-May-18	College Meeting	4-Apr-18	5-Apr-18	Fredericton	NB	Accommodations/Bag Fee/Taxi			\$ 180.55	\$ 98.75	\$ 279.30
Credit Card	7-May-18	College Meeting	5-Apr-18	6-Apr-18	Strait Area Campus	NS	Rental Car/Fuel				\$ 203.72	\$ 203.72
Credit Card	7-May-18	College Meeting	11-Apr-18	13-Apr-18	Lunenburg Campus	NS	Fuel for Rental Car				\$ 29.98	\$ 29.98
Credit Card	7-May-18	College Meeting	19-Apr-18	20-Apr-18	Lunenburg Campus	NS	Rental Car/Fuel				\$ 71.62	\$ 71.62
Credit Card	7-May-18	College Meeting	26-Apr-18	26-Apr-18	ALT Hotel, Halifax Airport	NS	Parking				\$ 22.00	\$ 22.00
Credit Card	7-May-18	Conference	28-Apr-18	6-May-18	Victoria	BC	Accommodations/Bag Fee/Taxi			\$ 1,260.64	\$ 174.25	\$ 1,434.89
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	4-Jun-18	College Meeting	9-May-18	9-May-18	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.00	\$ 11.60
Travel Claim	4-Jun-18	College Meeting	14-May-18	14-May-18	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	4-Jun-18	College Meeting	15-May-18	15-May-18	Kempt Road	NS	Mileage	3.2				\$ 1.28
Travel Claim	4-Jun-18	College Meeting	16-May-18	18-May-18	Red River College	MB	Meals/Overnight		\$ 175.00		\$ 10.00	\$ 185.00
Travel Claim	4-Jun-18	College Meeting	25-May-18	25-May-18	Barrington Street	NS	Mileage	9.4				\$ 3.76
Travel Claim	4-Jun-18	Conference / College Meeting	31-May-18	4-Jun-18	Ottawa	ON	Meals/Overnight		\$ 215.00		\$ 20.00	\$ 235.00
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Jun-18	Conference	28-Apr-18	6-May-18	Victoria	BC	Bag Fee/Taxi				\$ 97.75	\$ 97.75
Credit Card	6-Jun-18	College Meeting	16-May-18	18-May-18	Red River College	MB	Bag Fees/Taxi/Rental Car/Accom.			\$ 534.46	\$ 438.79	\$ 973.25
Credit Card	6-Jun-18	College Meeting	25-May-18	25-May-18	Barrington Street	NS	Taxi				\$ 15.42	\$ 15.42
Credit Card	6-Jun-18	Conference / College Meeting	31-May-18	4-Jun-18	Ottawa	ON	Accommodations/Bag Fee/Taxi			\$ 1,226.91	\$ 221.67	\$ 1,448.58
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Direct Billed	28-May-18	Conference / College Meeting	31-May-18	4-Jun-18	Ottawa	ON	Flight				\$ 343.85	\$ 343.85
Direct Billed	8-Jun-18	Conference	22-Jun-18	27-Jun-18	Calgary	AB	Flight				\$ 1,168.12	\$ 1,168.12
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	29-Jun-18	Convocations	5-Jun-18	18-Jun-18	All Campuses	NS	Meals/Overnight		\$ 205.00		\$ 10.00	\$ 215.00
Travel Claim	29-Jun-18	Conference	22-Jun-18	27-Jun-18	Calgary	AB	Meals/Overnight		\$ 175.00		\$ 25.00	\$ 200.00
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Jul-18	Convocations	5-Jun-18	18-Jun-18	All Campuses	NS	Rental Car/Fuel/Accom.			\$ 313.24	\$ 706.07	\$ 1,019.31
Credit Card	6-Jul-18	College Meeting	20-Jun-18	20-Jun-18	Truro Campus	NS	Rental Car/Fuel				\$ 45.46	\$ 45.46
Credit Card	6-Jul-18	College Meeting	22-Jun-18	22-Jun-18	ALT Hotel, Halifax Airport	NS	Taxi				\$ 70.00	\$ 70.00
Credit Card	6-Jul-18	Conference	22-Jun-18	27-Jun-18	Calgary	AB	Bag Fee/Rental Car/Fuel/Taxi				\$ 488.86	\$ 488.86
Credit Card	6-Jul-18	Business Meeting	29-Jun-18	30-Jun-18	Burridge Campus	NS	Accommodations			\$ 203.55		\$ 203.55
Credit Card	6-Jul-18	College Meeting	4-Jul-18	4-Jul-18	ALT Hotel, Halifax Airport	NS	Taxi				\$ 69.00	\$ 69.00
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	10-Jul-18	Business Meeting	29-Jun-18	30-Jun-18	Yarmouth	NS	Mileage/Meals/Overnight	598	\$ 35.00		\$ 5.00	\$ 279.20
Travel Claim	10-Jul-18	College Meeting	4-Jul-18	4-Jul-18	ALT Hotel, Halifax Airport	NS	Mileage/Tolls	33.3			\$ 1.00	\$ 14.32
Travel Claim	10-Jul-18	College Meeting	5-Jul-18	5-Jul-18	ALT Hotel, Halifax Airport	NS	Mileage/Tolls	66.6			\$ 2.00	\$ 28.64
Travel Claim	10-Jul-18	College Meeting	6-Jul-18	6-Jul-18	Dartmouth Crossing	NS	Mileage/Tolls	22			\$ 2.00	\$ 10.80
Travel Claim	10-Jul-18	College Meeting	10-Jul-18	10-Jul-18	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	29-Aug-18	College Meeting	16-Aug-18	16-Aug-18	Truro Campus	NS	Mileage	198				\$ 79.20
Travel Claim	29-Aug-18	Business Meeting	27-Aug-18	27-Aug-18	Barrington Street	NS	Mileage	10.8				\$ 4.32
Travel Claim	29-Aug-18	College Meeting	28-Aug-18	28-Aug-18	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	29-Aug-18	College Meeting	29-Aug-18	29-Aug-18	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Reviewed by Internal Auditor: <i>Bruce Spence</i>												



A. Burke, VP Academic - Travel Report (2018/2019)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card	6-Sep-18	College Meeting	10-Aug-18	10-Aug-18	Antigonish	NS	Rental Car/Fuel				\$ 111.28	\$ 111.28
Credit Card	6-Sep-18	College Meeting	20-Aug-18	21-Aug-18	Charlottetown	PEI	Accommodations/Tolls			\$ 265.50	\$ 47.00	\$ 312.50
Credit Card	6-Sep-18	College Meeting	4-Sep-18	4-Sep-18	Barrington Street	NS	Parking				\$ 8.00	\$ 8.00
Reviewed by Internal Auditor: <i>B. Spares</i>												
Direct Billed	22-Aug-18	College Meeting	22-Aug-18	24-Aug-18	Digby	NS	Accommodations			\$ 443.90		\$ 443.90
Direct Billed	19-Sep-18	Conference	14-Oct-18	16-Oct-18	Wendake	PQ	AirFare				\$ 1,097.78	\$ 1,097.78
Reviewed by Internal Auditor: <i>B. Spares</i>												
Travel Claim	26-Sep-18	College Meeting	4-Sep-18	4-Sep-18	Barrington Street	NS	Mileage	10				\$ 4.00
Travel Claim	26-Sep-18	College Meeting	19-Sep-18	19-Sep-18	Barrington Street	NS	Mileage	10				\$ 4.00
Travel Claim	26-Sep-18	College Meeting	20-Sep-18	20-Sep-18	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	26-Sep-18	College Meeting	21-Sep-18	21-Sep-18	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Reviewed by Internal Auditor: <i>B. Spares</i>												
Credit Card	8-Oct-18	College Meeting	14-Sep-18	15-Sep-18	Cabot Trail	NS	Rental Car/Fuel				\$ 145.88	\$ 145.88
Credit Card	8-Oct-18	College Meeting	24-Sep-18	25-Sep-18	Cabot Trail	NS	Rental Car/Fuel/Accom.			\$ 193.55	\$ 206.33	\$ 399.88
Credit Card	8-Oct-18	College Meeting	26-Sep-18	26-Sep-18	Halifax	NS	Parking				\$ 20.00	\$ 20.00
Credit Card	8-Oct-18	Convocations/College Meetings	17-Jun-18	20-Jun-18	Kingstec Campus, Halifax, Truro Campus	NS	Rental Car				\$ 205.48	\$ 205.48
Credit Card	8-Oct-18	College Meeting	4-Oct-18	4-Oct-18	South Park Street	NS	Parking				\$ 30.00	\$ 30.00
Reviewed by Internal Auditor: <i>B. Spares</i>												
Travel Claim	26-Oct-18	College Event	1-Oct-18	1-Oct-18	COVE	NS	Mileage/Tolls	15.6			\$ 2.00	\$ 8.24
Travel Claim	26-Oct-18	College Meeting	3-Oct-18	3-Oct-18	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	26-Oct-18	College Meeting	4-Oct-18	4-Oct-18	South Park Street	NS	Mileage	8.8				\$ 3.52
Travel Claim	26-Oct-18	College Meeting	9-Oct-18	9-Oct-18	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	26-Oct-18	College Event	12-Oct-18	12-Oct-18	Summit Street	NS	Mileage/Tolls	13.6			\$ 2.00	\$ 7.44
Travel Claim	26-Oct-18	Conference	14-Oct-18	16-Oct-18	Quebec City	PQ	Meals/Overnight				\$ 10.00	\$ 120.00
Travel Claim	26-Oct-18	College Event	18-Oct-18	18-Oct-18	Kingstec Campus, Lunenburg Campus	NS	Meals		\$ 15.00			\$ 15.00
Travel Claim	26-Oct-18	College Event	18-Oct-18	18-Oct-18	Cunard Centre	NS	Mileage	6.4				\$ 2.56
Travel Claim	26-Oct-18	College Meeting	19-Oct-18	19-Oct-18	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	26-Oct-18	College Meeting	23-Oct-18	23-Oct-18	Pictou Campus	NS	Mileage	324				\$ 129.60
Travel Claim	26-Oct-18	College Meeting	24-Oct-18	24-Oct-18	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.00	\$ 11.60
Travel Claim	26-Oct-18	Conference	25-Oct-18	25-Oct-18	Brownlow Avenue	NS	Mileage/Tolls	16.2			\$ 2.00	\$ 8.48
Travel Claim	26-Oct-18	Conference and College Meeting	26-Oct-18	26-Oct-18	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Reviewed by Internal Auditor: <i>B. Spares</i>												
Direct Billed	7-Nov-18	Conference	27-Nov-18	30-Nov-18	Toronto	ON	AirFare				\$ 481.64	\$ 481.64
Reviewed by Internal Auditor: <i>B. Spares</i>												
Credit Card	6-Nov-18	Conference	14-Oct-18	16-Oct-18	Quebec City	PQ	Taxi/Baggage/Accom/Rental/Fuel			\$ 380.78	\$ 321.25	\$ 702.03
Credit Card	6-Nov-18	College Event	18-Oct-18	18-Oct-18	Kingstec Campus, Lunenburg Campus	NS	Rental Car/Fuel				\$ 114.58	\$ 114.58
Credit Card	6-Nov-18	College Meeting	1-Nov-18	1-Nov-18	Young Street	NS	Taxi				\$ 9.85	\$ 9.85
Credit Card	6-Nov-18	College Meeting	2-Nov-18	2-Nov-18	Hollis Street	NS	Parking				\$ 8.00	\$ 8.00
Credit Card	6-Nov-18	College Event	3-Nov-18	3-Nov-18	Bridgewater	NS	Rental Car/Fuel				\$ 67.13	\$ 67.13
Reviewed by Internal Auditor: <i>B. Spares</i>												
Credit Card	6-Dec-18	College Meeting	15-Nov-18	15-Nov-18	Ivany Campus	NS	Taxi				\$ 24.61	\$ 24.61
Credit Card	6-Dec-18	Conference	26-Nov-18	30-Nov-18	Toronto	ON	Baggage Fee/Accom/Taxis			\$ 877.86	\$ 351.40	\$ 1,229.26
Reviewed by Internal Auditor: <i>B. Spares</i>												
Travel Claim	30-Nov-18	College Meeting	2-Nov-18	2-Nov-18	Hollis Street	NS	Mileage	9.8				\$ 3.92
Travel Claim	30-Nov-18	College Meeting	5-Nov-18	5-Nov-18	Barrington Street	NS	Mileage	9.8				\$ 3.92
Travel Claim	30-Nov-18	College Meeting	7-Nov-18	7-Nov-18	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	30-Nov-18	College Meeting	8-Nov-18	8-Nov-18	ALT Hotel, Halifax Airport	NS	Mileage	69.8				\$ 27.92
Travel Claim	30-Nov-18	College Meeting	14-Nov-18	15-Nov-18	Brownlow Ave., Akerley Campus, Ivany Campus	NS	Mileage/Tolls	46.2			\$ 3.00	\$ 21.48
Travel Claim	30-Nov-18	College Meeting	22-Nov-18	22-Nov-18	Bedford Highway	NS	Mileage	7.6				\$ 3.04
Travel Claim	30-Nov-18	Conference	26-Nov-18	30-Nov-18	Toronto	ON	Meals		\$ 155.00			\$ 155.00
Reviewed by Internal Auditor: <i>B. Spares</i>												
Travel Claim	20-Dec-18	College Meeting	4-Dec-18	4-Dec-18	Barrington Street	NS	Mileage	9.8				\$ 3.92
Travel Claim	20-Dec-18	College Meeting	4-Dec-18	4-Dec-18	Young Street	NS	Mileage	7.4				\$ 2.96



A. Burke, VP Academic - Travel Report (2018/2019)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	20-Dec-18	College Meeting	6-Dec-18	6-Dec-18	Brownlow Avenue	NS	Mileage/Tolls	15.4			\$ 2.00	\$ 8.16
Travel Claim	20-Dec-18	College Meeting	14-Dec-18	14-Dec-18	ALT Hotel, Halifax Airport	NS	Mileage/Tolls	69.8			\$ 2.00	\$ 29.92
Travel Claim	20-Dec-18	College Meeting	20-Dec-18	20-Dec-18	Barrington Street	NS	Mileage	9.8				\$ 3.92
Reviewed by Internal Auditor: <i>Brian Spencer</i>												
Credit Card	7-Jan-19	College Meeting	14-Dec-18	14-Dec-18	ALT Hotel, Halifax Airport	NS	Parking				\$ 22.00	\$ 22.00
Credit Card	7-Jan-19	College Meeting	20-Dec-18	20-Dec-18	Barrington Street	NS	Parking				\$ 8.00	\$ 8.00
Reviewed by Internal Auditor: <i>Brian Spencer</i>												
Direct Billed	17-Jan-19	Conference	4-May-19	8-May-19	Toronto	ON	Flight				\$ 523.04	\$ 523.04
Reviewed by Internal Auditor: <i>Brian Spencer</i>												
Travel Claim	25-Jan-19	College Meeting	8-Jan-19	10-Jan-19	Dieppe	NB	Meals/Tolls		\$ 65.00		\$ 8.00	\$ 73.00
Travel Claim	25-Jan-19	Business Meeting	14-Jan-19	14-Jan-19	Ivany Campus	NS	Mileage/Tolls	16			\$ 1.00	\$ 7.40
Travel Claim	25-Jan-19	Business Meeting	1-Feb-19	10-Feb-19	Paris	FR	Flight				\$ 1,198.26	\$ 1,198.26
Travel Claim	25-Jan-19	College Meeting	21-Jan-19	21-Jan-19	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	25-Jan-19	College Meeting	25-Jan-19	25-Jan-19	Sydney	NS	Meals		\$ 15.00			\$ 15.00
Reviewed by Internal Auditor: <i>Brian Spencer</i>												
Credit Card	6-Feb-19	College Meeting	8-Jan-19	10-Jan-19	Dieppe	NB	Accommodations/Fuel			\$326.60	\$ 55.92	\$ 382.52
Credit Card	6-Feb-19	College Meeting	25-Jan-19	25-Jan-19	Sydney	NS	Flight/taxis				\$ 643.14	\$ 643.14
Credit Card	6-Feb-19	College Meeting	1-Feb-19	1-Feb-19	ALT Hotel, Halifax Airport	NS	Parking/Fuel				\$ 20.00	\$ 20.00
Credit Card	6-Feb-19	Business Meeting	1-Feb-19	10-Feb-19	Paris	FR	Insurance/taxis				\$ 211.32	\$ 211.32
Reviewed by Internal Auditor: <i>Brian Spencer</i>												
Credit Card	6-Mar-19	College Meeting	31-Jan-19	1-Feb-19	ALT Hotel, Halifax Airport	NS	Rental Car				\$ 46.44	\$ 46.44
Credit Card	6-Mar-19	College Meeting	1-Feb-19	10-Feb-19	Paris	FR	Taxi				\$ 69.00	\$ 69.00
Reviewed by Internal Auditor: <i>Brian Spencer</i>												
Travel Claim	22-Feb-19	Business Meeting	1-Feb-19	10-Feb-19	Paris	FR	Meals/taxis/Accom/Overnight		\$ 706.81	\$868.07	\$ 593.33	\$ 2,168.21
Travel Claim	22-Feb-19	College Meeting	12-Feb-19	12-Feb-19	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.00	\$ 11.60
Travel Claim	22-Feb-19	College Meeting	22-Feb-19	22-Feb-19	1550 Bedford Highway	NS	Mileage	24.8				\$ 9.92
Reviewed by Internal Auditor: <i>Brian Spencer</i>												
Credit Card	8-Apr-19	College Meeting	8-Jan-19	10-Jan-19	Dieppe	NB	Rental Car				\$ 146.21	\$ 146.21
Credit Card	8-Apr-19	College Meeting	12-Mar-19	12-Mar-19	Kempt Road	NS	Taxis				\$ 16.84	\$ 16.84
Credit Card	8-Apr-19	Business Meeting	13-Mar-19	13-Mar-19	Argyle Street	NS	Parking				\$ 8.00	\$ 8.00
Credit Card	8-Apr-19	College Meeting	4-Apr-19	5-Apr-19	Toronto	ON	Baggage Fees/Accom/Taxis			\$ 269.12	\$ 214.74	\$ 483.86
Reviewed by Internal Auditor: <i>Brian Spencer</i>												
Travel Claim	28-Mar-19	College Meeting	05-Mar-19	05-Mar-19	Dartmouth Crossing	NS	Mileage/Tolls	20			\$ 2.00	\$ 10.00
Travel Claim	28-Mar-19	College Meeting	06-Mar-19	06-Mar-19	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.00	\$ 11.60
Travel Claim	28-Mar-19	College Meeting	07-Mar-19	07-Mar-19	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.00	\$ 11.60
Travel Claim	28-Mar-19	Business Meeting	13-Mar-19	13-Mar-19	Argyle Street	NS	Mileage	9				\$ 3.60
Travel Claim	28-Mar-19	College Meeting	14-Mar-19	14-Mar-19	Brownlow Ave.	NS	Mileage/Tolls	16			\$ 2.00	\$ 8.40
Travel Claim	28-Mar-19	College Meeting	26-Mar-19	26-Mar-19	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.00	\$ 11.60
Travel Claim	28-Mar-19	College Meeting	27-Mar-19	27-Mar-19	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	28-Mar-19	College Meeting	28-Mar-19	28-Mar-19	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Reviewed by Internal Auditor: <i>Brian Spencer</i>												



A. Burke, VP Academic - Hospitality Report (2018/2019)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card	6-Jul-18	College Meeting	6-Jun-18	6-Jun-18	Shelburne	NS	Meal		\$ 114.60			\$ 114.60
Reviewed by Internal Auditor:		<i>Burke Spence</i>										
Travel Claim	26-Sep-18	College Meeting	31-Aug-18	31-Aug-18	IT Campus	NS	Meal		\$ 20.87			\$ 20.87
Reviewed by Internal Auditor:		<i>Burke Spence</i>										
Credit Card	8-Oct-18	College Meeting	7-Sep-18	7-Sep-18	IT Campus	NS	Meal		\$ 35.18			\$ 35.18
Credit Card	8-Oct-18	College Meeting	14-Sep-18	14-Sep-18	Baddeck	NS	Meal		\$ 58.12			\$ 58.12
Credit Card	8-Oct-18	College Meeting	25-Sep-18	25-Sep-18	Cabot	NS	Meal		\$ 109.77			\$ 109.77
Credit Card	8-Oct-18	College Meeting	26-Sep-18	26-Sep-18	Duke Street	NS	Meal		\$ 37.00			\$ 37.00
Reviewed by Internal Auditor:		<i>Burke Spence</i>										
Credit Card	6-Nov-18	College Event	4-Dec-18	4-Dec-18	Marginal Road	NS	Table		\$ 950.00			\$ 950.00
Reviewed by Internal Auditor:		<i>Burke Spence</i>										
Credit Card	6-Dec-18	College Meeting	9-Nov-18	9-Nov-18	IT Campus	NS	Meal		\$ 43.50			\$ 43.50
Reviewed by Internal Auditor:		<i>Burke Spence</i>										
Travel Claim (AA)	19-Dec-18	College Meeting	19-Dec-18	19-Dec-18	IT Campus	NS	Meal		\$ 33.00			\$ 33.00
Reviewed by Internal Auditor:		<i>Burke Spence</i>										
Credit Card	6-Feb-19	College Meeting	1-Feb-19	1-Feb-19	ALT Hotel, Halifax Airport	NS	Meal		\$ 18.45			\$ 18.45
Reviewed by Internal Auditor:		<i>Burke Spence</i>										
Credit Card	6-Mar-19	College Meeting	14-Feb-19	14-Feb-19	IT Campus	NS	Meal		\$ 411.50			\$ 411.50
Reviewed by Internal Auditor:		<i>Burke Spence</i>										



C MacLean - VP Campuses & Communities - Travel Report (2018/2019)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	2-May-18	College Meetings	6-Apr-18	6-Apr-18	Truro	NS	Mileage	196				\$ 78.40
Travel Claim	2-May-18	College Meetings	20-Apr-18	20-Apr-18	Barrington Street	NS	Mileage and Parking	9.3			\$ 8.00	\$ 11.72
Travel Claim	2-May-18	College Meetings	26-Apr-18	26-Apr-18	ALT Hotel	NS	Mileage and Parking	66.2			\$ 16.00	\$ 42.48
Travel Claim	2-May-18	Business Meetings	27-Apr-18	2-May-18	Victoria	BC	Mileage, Accom, Parking, Meals, Overnight	33.1	\$ 200.00	\$ 1,371.58	\$ 173.49	\$ 1,758.31
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-May-18	Business Meetings	27-Apr-18	2-May-18	Victoria	BC	Baggage Fees				\$ 55.00	\$ 55.00
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	29-Jun-18	College Meetings	9-May-18	9-May-18	Barrington Street	NS	Mileage and Parking	9.6			\$ 14.50	\$ 18.34
Travel Claim	29-Jun-18	College Meetings	25-May-18	25-May-18	Barrington Street	NS	Mileage and Parking	9.6			\$ 12.00	\$ 15.84
Travel Claim	29-Jun-18	Convocation	5-Jun-18	6-Jun-18	AVC/Burridge/Yarmouth	NS	Mileage, meals, accom, overnight	263	\$ 40.00	\$ 165.60	\$ 5.00	\$ 315.80
Travel Claim	29-Jun-18	Convocation	6-Jun-18	6-Jun-18	Yarmouth/Shelburne/Lunenburg	NS	Mileage and Meals	305	\$ 25.00			\$ 147.00
Travel Claim	29-Jun-18	Convocation	7-Jun-18	8-Jun-18	Pictou/Port Hawkesbury/Membertou	NS	Mileage, Accom, Meals, Overnight	70.4	\$ 65.00	\$ 139.59	\$ 5.00	\$ 237.75
Travel Claim	29-Jun-18	Convocation	11-Jun-18	14-Jun-18	Bedford Highway x4 and return	NS	Mileage	28.8				\$ 11.52
Travel Claim	29-Jun-18	Convocation	15-Jun-18	15-Jun-18	Springhill/Truro/IT	NS	Mileage and Meals	65	\$ 15.00			\$ 41.00
Travel Claim	29-Jun-18	Convocation	18-Jun-18	18-Jun-18	Kingstec	NS	Mileage and Meals	202	\$ 25.00			\$ 105.80
Travel Claim	29-Jun-18	College Meetings	20-Jun-18	20-Jun-18	Barrington Street	NS	Mileage and Parking	9.6			\$ 8.00	\$ 11.84
Travel Claim	29-Jun-18	College Meetings	28-Jun-18	28-Jun-18	Dartmouth	NS	Mileage and Tolls	18.2			\$ 2.00	\$ 9.28
Travel Claim	29-Jun-18	College Meetings	29-Jun-18	29-Jun-18	Barrington Street	NS	Mileage and Parking	9.6			\$ 12.00	\$ 15.84
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	30-Aug-18	College Meetings	4-Jul-18	4-Jul-18	ALT Hotel	NS	Mileage and Parking	66.2			\$ 16.00	\$ 42.48
Travel Claim	30-Aug-18	College Meetings	16-Jul-18	16-Jul-18	Pictou	NS	Mileage	334				\$ 133.60
Travel Claim	30-Aug-18	Convocation	16-Aug-18	16-Aug-18	Truro (from B'Water and Return)	NS	Mileage	378				\$ 151.20
Travel Claim	30-Aug-18	Business Meetings	20-Aug-18	24-Aug-18	Charlottetown, PE and Digby, NS	PE/NS	Rental Car Fuel, Accom, overnight			\$ 265.50	\$ 114.01	\$ 379.51
Travel Claim	30-Aug-18	College Meetings	30-Aug-18	30-Aug-18	Barrington Street	NS	Mileage	9.6				\$ 3.84
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Direct Invoice	22-Aug-18	College Meetings	22-Aug-18	24-Aug-18	103 Shore Road, Digby	NS	Accommodations			\$ 736.00		\$ 736.00
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Direct Invoice	24-Aug-18	College Meetings	20-Aug-18	24-Aug-18	Charlottetown, PE and Digby	PE/NS	Rental Car				\$ 238.81	\$ 238.81
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Sep-18	College Meetings	30-Aug-18	30-Aug-18	Barrington Street	NS	Parking				\$ 8.00	\$ 8.00
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	25-Sep-18	College Meetings	10-Sep-18	10-Sep-18	Dartmouth	NS	Mileage	12				\$ 4.80
Travel Claim	25-Sep-18	College Meetings	17-Sep-18	18-Sep-18	Sydney	NS	Mileage, Meals, Overnight	868	\$ 40.00		\$ 5.00	\$ 392.20
Travel Claim	25-Sep-18	College Meetings	21-Sep-18	21-Sep-18	Dartmouth	NS	Mileage	16				\$ 6.40
Travel Claim	25-Sep-18	College Meetings	22-Sep-18	22-Sep-18	Dartmouth	NS	Mileage	16				\$ 6.40
Travel Claim	25-Sep-18	College Meetings	25-Sep-18	25-Sep-18	Dartmouth	NS	Mileage	16				\$ 6.40
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	24-Oct-18	College Meetings	2-Oct-18	2-Oct-18	Dartmouth	NS	Mileage	32				\$ 12.80
Travel Claim	24-Oct-18	College Meetings	12-Oct-18	12-Oct-18	Dartmouth	NS	Mileage	14.8				\$ 5.92
Travel Claim	24-Oct-18	College Meetings	17-Oct-18	19-Oct-18	Stellarton, Strait and Sydney	NS	Meals, Overnight, Fuel		\$ 90.00		\$ 87.51	\$ 177.51
Travel Claim	24-Oct-18	College Meetings	23-Oct-18	23-Oct-18	Stellarton	NS	Mileage	324				\$ 129.60
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Direct Invoice	20-Oct-18	College Meetings	17-Oct-18	20-Oct-18	Stellarton, Strait and Sydney	NS	Rental Car				\$ 118.61	\$ 118.61
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	8-Oct-18	College Meetings	4-Oct-18	4-Oct-18	Halifax	NS	Parking				\$ 20.00	\$ 20.00
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	28-Nov-18	College Meetings	8-Nov-18	8-Nov-18	ALT Hotel	NS	Mileage	66.2				\$ 26.48
Travel Claim	28-Nov-18	College Meetings	14-Nov-18	14-Nov-18	Dartmouth	NS	Mileage	6.4				\$ 2.56
Travel Claim	28-Nov-18	College Meetings	28-Nov-18	28-Nov-18	Dartmouth	NS	Mileage	24				\$ 9.60



C MacLean - VP Campuses & Communities - Travel Report (2018/2019)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Nov-18	College Meetings	17-Sep-18	18-Sep-18	Sydney	NS	Accommodations			\$ 154.84		\$ 154.84
Credit Card	6-Nov-18	College Meetings	17-Oct-18	18-Oct-18	Port Hawkesbury	NS	Accommodations			\$ 187.68		\$ 187.68
Credit Card	6-Nov-18	College Meetings	19-Oct-18	20-Oct-18	Sydney	NS	Accommodations			\$ 143.11		\$ 143.11
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Dec-18	College Meetings	8-Nov-18	8-Nov-18	ALT Hotel	NS	Parking				\$ 16.00	\$ 16.00
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	29-Jan-19	College Meetings	14-Jan-19	14-Jan-19	Dartmouth	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	29-Jan-19	College Meetings	23-Jan-19	23-Jan-19	Dartmouth	NS	Mileage	12				\$ 4.80
Travel Claim	29-Jan-19	College Meetings	29-Jan-19	29-Jan-19	Dartmouth	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Feb-19	Business Meetings	5-May-19	8-May-19	Niagara Falls	ON	Airfare				\$ 529.94	\$ 529.94
Credit Card	6-Feb-19	Business Meetings	5-May-19	8-May-19	Niagara Falls	ON	Accommodations (deposit)			\$ 226.18		\$ 226.18
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	27-Mar-19	College Meetings	12-Mar-19	12-Mar-19	Kentville	NS	Mileage	216				\$ 86.40
Travel Claim	27-Mar-19	College Meetings	13-Mar-19	13-Mar-19	Dartmouth	NS	Mileage and tolls	15			\$ 2.00	\$ 8.00
Travel Claim	27-Mar-19	College Meetings	27-Mar-19	27-Mar-19	Dartmouth	NS	Mileage and tolls	24			\$ 2.00	\$ 11.60
Reviewed by Internal Auditor: <i>Bruce Spence</i>												

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	30-Aug-18	College Meeting	30-Aug-18	30-Aug-18	Dartmouth	NS	Receipted Meal		\$ 61.08			\$ 61.08
Reviewed by Internal Auditor:		<i>B. Sparrow</i>										
Travel Claim	24-Oct-18	College Meetings	24-Oct-18	24-Oct-18	Halifax	NS	Receipted Meal		\$ 70.55			\$ 70.55
Reviewed by Internal Auditor:		<i>B. Sparrow</i>										
Credit Card	7-Jan-19	Business Meetings	6-Feb-19	6-Feb-19	Halifax	NS	Receipted Meal		\$ 97.69			\$ 97.69
Reviewed by Internal Auditor:		<i>B. Sparrow</i>										
Travel Claim	27-Mar-19	College Meetings	13-Mar-19	13-Mar-19	Dartmouth	NS	Receipted Meal		\$ 77.89			\$ 77.89
Reviewed by Internal Auditor:		<i>B. Sparrow</i>										



R Penfound - VP Organizational Development - Travel Report (2018-2019)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	30-Apr-18	Business Meeting	19-Apr-18	19-Apr-18	Barrington Street	NS	Mileage	3.9				\$ 1.56
Travel Claim	30-Apr-18	College Meeting	19-Apr-18	19-Apr-18	Lunenburg Campus	NS	Mileage	212				\$ 84.80
Travel Claim	30-Apr-18	College Meeting	20-Apr-18	20-Apr-18	Parker Street, Dartmouth	NS	Mileage/Bridge Toll	24.6			\$ 2.00	\$ 11.84
Travel Claim	30-Apr-18	College Meeting	26-Apr-18	26-Apr-18	Silver Dart Road, Enfield	NS	Mileage/Parking	60			\$ 24.00	\$ 48.00
Travel Claim	30-Apr-18	Conference	27-Apr-18	27-Apr-18	University Avenue	NS	Mileage/Parking	8.8			\$ 14.00	\$ 17.52
Travel Claim	30-Apr-18	Conference	30-Apr-18	30-Apr-18	South Park Street	NS	Mileage/Parking	10.2			\$ 30.00	\$ 34.08
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	24-May-18	Conference	1-May-18	1-May-18	South Park Street	NS	Mileage/Parking	10.2			\$ 20.00	\$ 24.08
Travel Claim	24-May-18	Business Meeting	2-May-18	2-May-18	Hollis Street	NS	Mileage/Parking	8.6			\$ 10.00	\$ 13.44
Travel Claim	24-May-18	Business Meeting	2-May-18	2-May-18	Argyle Street	NS	Mileage/Parking	9.2			\$ 11.00	\$ 14.68
Travel Claim	24-May-18	College Meeting	7-May-18	7-May-18	Pictou Campus	NS	Mileage/Meals	324	\$ 25.00			\$ 154.60
Travel Claim	24-May-18	Business Meeting	9-May-18	9-May-18	Argyle Street	NS	Mileage/Parking	9.2			\$ 7.00	\$ 10.68
Travel Claim	24-May-18	College Meeting	17-May-18	17-May-18	Truro Campus	NS	Mileage	198				\$ 79.20
Travel Claim	24-May-18	College Meeting	24-May-18	24-May-18	Truro Campus	NS	Mileage	198				\$ 79.20
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	22-Jun-18	College Event	1-Jun-18	1-Jun-18	Truro Campus	NS	Mileage	198				\$ 79.20
Travel Claim	22-Jun-18	Convocation	5-Jun-18	5-Jun-18	AVC & Burrigade Campuses	NS	Mileage, Meals & Hotel	329	\$ 50.00	\$ 175.95	\$ 5.00	\$ 362.55
Travel Claim	22-Jun-18	Convocation	6-Jun-18	6-Jun-18	Shelburne & Lunenburg Campuses	NS	Mileage/Meals	299	\$ 25.00			\$ 144.60
Travel Claim	22-Jun-18	Convocation	7-Jun-18	7-Jun-18	Pictou & Strait Area Campuses	NS	Mileage/Meals	401.1	\$ 50.00			\$ 210.44
Travel Claim	22-Jun-18	Convocation	8-Jun-18	8-Jun-18	Marconi Campus	NS	Mileage, Meals & Hotel	423.2	\$ 35.00	\$ 139.59	\$ 5.00	\$ 348.87
Travel Claim	22-Jun-18	Convocation	15-Jun-18	15-Jun-18	Cumberland & Truro Campuses	NS	Mileage, Meals & Tolls	256.4	\$ 25.00		\$ 8.00	\$ 135.56
Travel Claim	22-Jun-18	Convocation	18-Jun-18	18-Jun-18	Kingstec Campus	NS	Mileage	206.2				\$ 82.48
Travel Claim	22-Jun-18	College Meeting	22-Jun-18	22-Jun-18	40 Silver Dart Drive, Enfield	NS	Mileage/Parking	60			\$ 14.00	\$ 38.00
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	13-Jul-18	Business Meeting	5-Jul-18	5-Jul-18	Hollis Street	NS	Mileage	9.6				\$ 3.84
Travel Claim	13-Jul-18	College Meeting	5-Jul-18	5-Jul-18	Silver Dart Road, Enfield	NS	Mileage/Parking	64.7			\$ 14.00	\$ 39.88
Travel Claim	13-Jul-18	College Meeting	13-Jul-18	13-Jul-18	Lower Water Street	NS	Mileage/Parking	10.6			\$ 12.00	\$ 16.24
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	28-Sep-18	Adjustment	5-Jun-18	5-Jun-18	AVC & Burrigade Campuses	NS	Credit for previously charged item			\$ (175.95)		\$ (175.95)
Travel Claim	28-Sep-18	Adjustment	8-Jun-18	8-Jun-18	Marconi Campus	NS	Credit for previously charged item			\$ (139.59)		\$ (139.59)
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	27-Aug-18	College Meeting	30-Jul-18	30-Jul-18	Truro Campus	NS	Mileage	189.2				\$ 75.68
Travel Claim	27-Aug-18	College Meeting	31-Jul-18	31-Jul-18	Truro Campus	NS	Mileage	189.2				\$ 75.68
Travel Claim	27-Aug-18	College Meeting	1-Aug-18	1-Aug-18	Truro Campus	NS	Mileage	189.2				\$ 75.68
Travel Claim	27-Aug-18	College Meeting	2-Aug-18	2-Aug-18	Truro Campus	NS	Mileage	189.2				\$ 75.68
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	28-Sep-18	College Meeting	16-Aug-18	16-Aug-18	Truro Campus	NS	Mileage	189.2				\$ 75.68
Travel Claim	28-Sep-18	College Meeting	22-Aug-18	24-Aug-18	103 Shore Road, Digby	NS	Mileage	455.6				\$ 182.24
Travel Claim	28-Sep-18	Business Meeting	4-Sep-18	4-Sep-18	1505 Barrington Street	NS	Mileage	10.2				\$ 4.08
Travel Claim	28-Sep-18	Business Meeting	17-Sep-18	17-Sep-18	5940 South Street	NS	Mileage	9.6				\$ 3.84
Travel Claim	28-Sep-18	College Meeting	24-Sep-18	24-Sep-18	51 Stephen's Wood, Enfield	NS	Mileage	91.4				\$ 36.56
Travel Claim	28-Sep-18	College Meeting/Business M	28-Sep-18	28-Sep-18	Pictou Campus	NS	Mileage	317.8				\$ 127.12
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Direct Invoice	24-Aug-18	College Meeting	22-Aug-18	24-Aug-18	103 Shore Road, Digby	NS	Accommodations			\$ 736.00		\$ 736.00
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Jul-18	Convocation	5-Jun-18	5-Jun-18	AVC & Burrigade Campuses	NS	Accommodations			\$ 175.95		\$ 175.95
Credit Card	6-Jul-18	Convocation	8-Jun-18	8-Jun-18	Marconi Campus	NS	Accommodations			\$ 139.59		\$ 139.59
Reviewed by Internal Auditor: <i>Bruce Spence</i>												



R Penfound - VP Organizational Development - Travel Report (2018-2019)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	29-Oct-18	College Meeting	23-Oct-18	23-Oct-18	Pictou Campus	NS	Mileage	308.4			\$	123.36
Travel Claim	29-Oct-18	College Meeting	25-Oct-18	25-Oct-18	Market Street	NS	Mileage/Parking	9.8			\$ 12.00	15.92
Travel Claim	29-Oct-18	Business Meeting	29-Oct-18	29-Oct-18	Upper Water Street	NS	Mileage	8.4			\$	3.36
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	30-Nov-18	College Meeting	7-Nov-18	7-Nov-18	Ivany Campus	NS	Mileage	30			\$	12.00
Travel Claim	30-Nov-18	College Meeting	8-Nov-18	8-Nov-18	Halifax International Airport	NS	Mileage/Parking	64			\$ 24.00	49.60
Travel Claim	30-Nov-18	College Meeting	9-Nov-18	9-Nov-18	Lunenburg Campus	NS	Mileage	212			\$	84.80
Travel Claim	30-Nov-18	College Meeting	23-Nov-18	23-Nov-18	Argyle Street	NS	Mileage/Parking	8			\$ 12.00	15.20
Travel Claim	30-Nov-18	College Meeting	30-Nov-18	30-Nov-18	Pictou Campus	NS	Mileage	324			\$	129.60
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	20-Dec-18	Business Meeting	10-Dec-18	10-Dec-18	166 Bedford Highway	NS	Mileage	7.2			\$	2.88
Travel Claim	20-Dec-18	College Meeting	14-Dec-18	14-Dec-18	40 Silver Dart Drive, Enfield	NS	Mileage/Parking	59.8			\$ 8.00	31.92
Travel Claim	20-Dec-18	Business Meeting	20-Dec-18	20-Dec-18	1505 Barrington Street	NS	Mileage/Parking	10.2			\$ 8.00	12.08
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	29-Jan-19	Business Meeting	11-Jan-19	11-Jan-19	1800 Argyle Street	NS	Mileage/Parking	9			\$ 10.00	13.60
Travel Claim	29-Jan-19	Business Meeting	14-Jan-19	14-Jan-19	5940 South Street	NS	Mileage	10.8			\$	4.32
Travel Claim	29-Jan-19	College Meeting	16-Jan-19	16-Jan-19	1875 Barrington Street	NS	Mileage/Parking	8.6			\$ 4.00	7.44
Travel Claim	29-Jan-19	Business Meeting	28-Jan-19	28-Jan-19	1276 South Park Street	NS	Mileage/Parking	9.6			\$ 5.00	8.84
Travel Claim	29-Jan-19	College Meeting	29-Jan-19	29-Jan-19	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	14.80
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	30-Jan-19	Conference	4-May-19	8-May-19	Niagara Falls	ON	Airfare				\$ 511.54	511.54
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Direct Invoice	31-Jan-19	Conference	6-Apr-19	10-Apr-19	Miami, FL	US	Airfare				\$ 619.05	619.05
Reviewed by Internal Auditor: <i>Bruce Spence</i>												



R Penfound - VP Organizational Development - Hospitality Report (2018/2019)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card	6-Apr-18	College Event	11-Apr-18	11-Apr-18	Akerley	NS	Event Tickets		\$ 2,400.00			\$ 2,400.00
Reviewed by Internal Auditor:		<i>Sam Spores</i>										
Credit Card	6-Jun-18	College Event	28-May-18	28-May-18	1877 Upper Water Street,	NS	Receipted Meal		\$ 424.61			\$ 424.61
Reviewed by Internal Auditor:		<i>Sam Spores</i>										