



D. Bureaux - President, Travel Report (2024-2025)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Expenses	29-Apr-24	Business Event	3-Apr-24	3-Apr-24	Argyle Street	NS	Mileage	10				\$ 5.80
Expenses	29-Apr-24	Business Mtg	3-Apr-24	3-Apr-24	Barrington Street	NS	Mileage	10				\$ 5.80
Expenses	29-Apr-24	Business Mtg	5-Apr-24	5-Apr-24	Spring Garden Road	NS	Mileage	10				\$ 5.80
Expenses	29-Apr-24	College Event	6-Apr-24	6-Apr-24	Ivany Campus (Saturday Travel)	NS	Mileage/Tolls	51			\$ 2.50	\$ 32.08
Expenses	29-Apr-24	College Mtg	7-Apr-24	8-Apr-24	New Glasgow/Wagmatcook Learning Centre	NS	Mileage/Overnight/Meals	661	\$ 22.45		\$ 5.00	\$ 410.83
Expenses	29-Apr-24	Business Mtg	11-Apr-24	11-Apr-24	Sackville Street	NS	Mileage	10				\$ 5.80
Expenses	29-Apr-24	Business Mtg	12-Apr-24	12-Apr-24	Akerley Blvd	NS	Mileage/Tolls	18			\$ 2.50	\$ 12.94
Expenses	29-Apr-24	College Mtgs	15-Apr-24	17-Apr-24	Sydney	NS	Mileage/Overnight	791			\$ 10.00	\$ 468.78
Expenses	29-Apr-24	Business Event	19-Apr-24	19-Apr-24	Royal Artiller Court	NS	Mileage	10				\$ 5.80
Expenses	29-Apr-24	Business Mtg	23-Apr-24	23-Apr-24	Grafton Street	NS	Mileage	10				\$ 5.80
Expenses	29-Apr-24	College Mtg	25-Apr-24	25-Apr-24	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.50	\$ 16.42
Expenses	29-Apr-24	Business Mtg	29-Apr-24	29-Apr-24	Young Street	NS	Mileage	4				\$ 2.32
Expenses	29-Apr-24	Business Mtg	29-Apr-24	29-Apr-24	Upper Water Street	NS	Mileage	10				\$ 5.80
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-May-24	College Mtg	7-Apr-24	8-Apr-24	New Glasgow/Wagmatcook Learning Centre	NS	Accommodations			\$ 203.31		\$ 203.31
Credit Card	6-May-24	Business Mtg	11-Apr-24	11-Apr-24	Sackville Street	NS	Parking				\$ 8.00	\$ 8.00
Credit Card	6-May-24	College Mtgs	15-Apr-24	17-Apr-24	Sydney	NS	Accommodations/Meals		\$ 22.52	\$ 312.70		\$ 335.22
Credit Card	6-May-24	Business Mtgs	26-May-24	28-May-24	St. John's, NFLD	NF	Airfare				\$ 794.94	\$ 794.94
Credit Card	6-May-24	Business Mtg	23-Apr-24	23-Apr-24	Grafton Street	NS	Parking				\$ 32.00	\$ 32.00
Credit Card	6-May-24	Business Mtg	29-Apr-24	29-Apr-24	Upper Water Street	NS	Parking				\$ 9.00	\$ 9.00
Credit Card	6-May-24	College Mtgs	30-Apr-24	2-May-24	Sydney/New Glasgow	NS	Accommodations/Meals		\$ 46.78	\$ 359.66		\$ 406.44
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expenses	31-May-24	College Mtgs	30-Apr-24	2-May-24	Sydney/New Glasgow	NS	Mileage/Overnight	811			\$ 10.00	\$ 480.38
Expenses	31-May-24	Business Mtg	7-May-24	7-May-24	Hollis Street	NS	Mileage	10				\$ 5.80
Expenses	31-May-24	Business Mtgs	8-May-24	8-May-24	Demone Street/Upper Water Street	NS	Mileage	14				\$ 8.12
Expenses	31-May-24	Business/College Mtgs	9-May-24	9-May-24	Upper Water St./Barrington St./Ivany	NS	Mileage/Tolls	24			\$ 2.50	\$ 16.42
Expenses	31-May-24	Business Mtg	13-May-24	13-May-24	Demone Street	NS	Mileage	4				\$ 2.32
Expenses	31-May-24	Business Mtg	14-May-24	14-May-24	Brownlow Avenue	NS	Mileage/Tolls	16			\$ 2.50	\$ 11.78
Expenses	31-May-24	College Mtg/Event	16-May-24	16-May-24	Brownlow Avenue/Park Street	NS	Mileage/Tolls	23			\$ 2.50	\$ 15.84
Expenses	31-May-24	College Mtg	21-May-24	21-May-24	Ivany Campus	NS	Mileage/Tolls	28			\$ 2.50	\$ 18.74
Expenses	31-May-24	College Event	23-May-24	23-May-24	Argyle Street	NS	Mileage	10				\$ 5.80
Expenses	31-May-24	College Mtg	24-May-24	24-May-24	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.50	\$ 16.42
Expenses	31-May-24	Business Mtgs	26-May-24	28-May-24	St. John's, NFLD	NS	Mileage/Overnight	108			\$ 10.00	\$ 72.64
Expenses	31-May-24	Business Mtgs/Event	29-May-24	29-May-24	Young Street, Spring Garden/Lorne Terrace	NS	Mileage	20				\$ 11.60
Expenses	31-May-24	College Event	31-May-24	31-May-24	Truro Campus	NS	Mileage/Tolls	198			\$ 2.50	\$ 117.34
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Jun-24	Business Mtg	7-May-24	7-May-24	Hollis Street	NS	Parking				\$ 13.50	\$ 13.50
Credit Card	6-Jun-24	Business Mtgs	9-May-24	9-May-24	Upper Water St./Barrington St.	NS	Parking				\$ 8.50	\$ 8.50
Credit Card	6-Jun-24	College Event	16-May-24	16-May-24	Park St.	NS	Parking				\$ 6.00	\$ 6.00
Credit Card	6-Jun-24	College Event	23-May-24	23-May-24	Argyle Street	NS	Parking				\$ 4.00	\$ 4.00
Credit Card	6-Jun-24	Business Mtgs	26-May-24	28-May-24	St. John's, NFLD	NF	Meals/Taxis/Accommodations		\$ 130.98	\$ 437.92	\$ 80.55	\$ 649.45
Credit Card	6-Jun-24	Business Mtg	29-May-24	29-May-24	Spring Garden Road	NS	Parking				\$ 8.00	\$ 8.00
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expenses	19-Jun-24	Convocation Day 1	3-Jun-24	3-Jun-24	Springhill/Truro	NS	Mileage	352				\$ 204.16
Expenses	19-Jun-24	Convocation Day 2	4-Jun-24	4-Jun-24	AVC/Yarmouth	NS	Mileage	636				\$ 368.88
Expenses	19-Jun-24	Business Event/Convocation Day 3	5-Jun-24	5-Jun-24	Marginal Road/Shelburne	NS	Mileage	203				\$ 117.74
Expenses	19-Jun-24	Convocation Day 4 & 5	6-Jun-24	8-Jun-24	Pictou/Strait/Marconi	NS	Mileage/Overnight	796			\$ 10.00	\$ 471.68
Expenses	19-Jun-24	Convocation Day 6	10-Jun-24	10-Jun-24	Kingstec	NS	Mileage	189				\$ 109.62
Expenses	19-Jun-24	Convocation Day 7	11-Jun-24	11-Jun-24	Bedford Highway	NS	Mileage	6				\$ 3.48
Expenses	19-Jun-24	Convocation Day 8	12-Jun-24	12-Jun-24	Bedford Highway	NS	Mileage	6				\$ 3.48



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Expenses	19-Jun-24	Business Event/Convocation Day 9	13-Jun-24	13-Jun-24	Bedford Highway/Lower Water St.	NS	Mileage	16				\$ 9.28
Expenses	19-Jun-24	Convocation Day 10	14-Jun-24	14-Jun-24	Bedford Highway	NS	Mileage	6				\$ 3.48
Expenses	19-Jun-24	Business Mtg	18-Jun-24	18-Jun-24	Otter Lake Court	NS	Mileage	15				\$ 8.70
Expenses	19-Jun-24	College Mtgs	19-Jun-24	19-Jun-24	Akerley	NS	Mileage/Tolls	24			\$ 2.50	\$ 16.42
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expenses	28-Jun-24	Business Event (CI Can Teaching)	24-Jun-24	28-Jun-24	La Malbaie, Quebec	QC	Mileage/Overnight	1772			\$ 20.00	\$ 1,047.76
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	8-Jul-24	Convocation Day 4/5	6-Jun-24	8-Jun-24	Strait/Marconi	NS	Accommodations/Meals		\$ 27.76	\$ 426.01		\$ 453.77
Credit Card	8-Jul-24	Business Event	13-Jun-24	13-Jun-24	Lower Water Street	NS	Parking				\$ 13.50	\$ 13.50
Credit Card	8-Jul-24	Business Event (CI Can Teaching)	24-Jun-24	28-Jun-24	La Malbaie, Quebec	QC	Meal		\$ 35.71			\$ 35.71
Credit Card	8-Jul-24	College Mtg	2-Jul-24	3-Jul-24	Sydney	NS	Meal		\$ 26.94			\$ 26.94
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expenses	24-Jul-24	Business Event	5-Jun-24	5-Jun-24	Marginal Road	NS	Parking				\$ 9.00	\$ 9.00
Expenses	24-Jul-24	College Mtgs	2-Jul-24	3-Jul-24	Sydney	NS	Overnight/Mileage/Accom.	786		\$ 156.35	\$ 5.00	\$ 617.23
Expenses	24-Jul-24	College Event	4-Jul-24	4-Jul-24	Barrington Street	NS	Mileage	10				\$ 5.80
Expenses	24-Jul-24	College Mtg	10-Jul-24	10-Jul-24	Summer Street	NS	Mileage	9				\$ 5.22
Expenses	24-Jul-24	Business Mtg	15-Jul-24	15-Jul-24	Demone Street	NS	Mileage	4				\$ 2.32
Expenses	24-Jul-24	Business Mtg	16-Jul-24	16-Jul-24	Ralston Avenue	NS	Mileage/Tolls	14			\$ 2.50	\$ 10.62
Expenses	24-Jul-24	Business Mtg	17-Jul-24	17-Jul-24	Upper Water Street	NS	Mileage	10				\$ 5.80
Expenses	24-Jul-24	Business Mtg	19-Jul-24	19-Jul-24	Lacewood Drive	NS	Mileage	10				\$ 5.80
Expenses	24-Jul-24	College Event	22-Jul-24	22-Jul-24	Pictou	NS	Mileage	303				\$ 175.74
Expenses	24-Jul-24	Business Mtg	24-Jul-24	24-Jul-24	Amherst	NS	Mileage	68				\$ 39.44
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Aug-24	College Mtg	10-Jul-24	10-Jul-24	Summer Street	NS	Parking				\$ 2.59	\$ 2.59
Credit Card	6-Aug-24	Business Event	17-Jul-24	17-Jul-24	Upper Water Street	NS	Parking				\$ 9.00	\$ 9.00
Credit Card	6-Aug-24	Business Mtg	18-Sep-24	19-Sep-24	Toronto	ON	Airfare				\$ 114.61	\$ 114.61
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expenses	23-Aug-24	College/Business Mtgs	19-Aug-24	19-Aug-24	Demone St/Alderney Dr	NS	Mileage/Tolls	10			\$ 2.50	\$ 8.30
Expenses	23-Aug-24	Business Mtg	20-Aug-24	20-Aug-24	Coburg Road	NS	Mileage	10				\$ 5.80
Expenses	23-Aug-24	College Mtg	21-Aug-24	21-Aug-24	Grafton Street	NS	Mileage	10				\$ 5.80
Expenses	23-Aug-24	College Mtg	23-Aug-24	23-Aug-24	Grafton Street	NS	Mileage	15				\$ 8.70
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Sep-24	College Mtg	19-Aug-24	19-Aug-24	Alderney Dr	NS	Parking				\$ 6.00	\$ 6.00
Credit Card	6-Sep-24	College Mtg	21-Aug-24	21-Aug-24	Grafton Street	NS	Parking				\$ 14.50	\$ 14.50
Credit Card	6-Sep-24	Business Mtg	3-Sep-24	3-Sep-24	Granville Street	NS	Parking				\$ 16.00	\$ 16.00
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expenses	27-Sep-24	Business Mtg	3-Sep-24	3-Sep-24	Granville Street	NS	Mileage	10				\$ 5.80
Expenses	27-Sep-24	Business Mtg	5-Sep-24	5-Sep-24	Bedford Highway	NS	Mileage/Tolls	20			\$ 1.25	\$ 12.85
Expenses	27-Sep-24	Business Event	8-Sep-24	8-Sep-24	Spring Garden Road (weekend travel)	NS	Mileage	38				\$ 22.04
Expenses	27-Sep-24	Business Mtg	10-Sep-24	10-Sep-24	Herring Cove Rd.	NS	Mileage	15				\$ 8.70
Expenses	27-Sep-24	Business Mtg/College Event	11-Sep-24	11-Sep-24	Hollis Street/Ivany	NS	Mileage/Tolls	28			\$ 2.50	\$ 18.74
Expenses	27-Sep-24	Business Event	11-Sep-24	11-Sep-24	Lower Water Street (after hours)	NS	Mileage	35				\$ 20.30
Expenses	27-Sep-24	Business Mtg	12-Sep-24	12-Sep-24	Upper Water Street	NS	Mileage	10				\$ 5.80
Expenses	27-Sep-24	College Event	13-Sep-24	13-Sep-24	Sydney Waterfront Campus	NS	Mileage	787				\$ 456.46
Expenses	27-Sep-24	Business Mtgs	17-Sep-24	17-Sep-24	Spring Garden Road/Grafton Street	NS	Mileage	12				\$ 6.96
Expenses	27-Sep-24	Business Mtg	18-Sep-24	25-Sep-24	Airport (Toronto for Business Mtg)	NS	Mileage/ON	52			\$ 5.00	\$ 35.16
Expenses	27-Sep-24	Business Mtg	27-Sep-24	27-Sep-24	Robie Street	NS	Mileage	11				\$ 6.38
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	7-Oct-24	Business Event	11-Sep-24	11-Sep-24	Lower Water Street	NS	Parking				\$ 3.00	\$ 3.00
Credit Card	7-Oct-24	Business Mtg	11-Sep-24	11-Sep-24	Hollis Street	NS	Parking				\$ 12.00	\$ 12.00



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Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card	7-Oct-24	Business Mtg	12-Sep-24	12-Sep-24	Upper Water Street	NS	Parking				\$ 17.50	\$ 17.50
Credit Card	7-Oct-24	Business Mtg	17-Sep-24	17-Sep-24	Spring Garden Road/Grafton Street	NS	Parking				\$ 26.00	\$ 26.00
Credit Card	7-Oct-24	Business Mtg	18-Sep-24	25-Sep-24	Toronto	ON	Train/Incidental/Accom./Meal		\$ 53.15	\$ 441.99	\$ 24.70	\$ 519.84
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expenses	28-Oct-24	Business Mtg	3-Oct-24	3-Oct-24	Starboard Drive	NS	Mileage	19				\$ 11.02
Expenses	28-Oct-24	Business Mtgs	9-Oct-24	9-Oct-24	Upper Water Street	NS	Mileage	10				\$ 5.80
Expenses	28-Oct-24	Business Event	10-Oct-24	10-Oct-24	Marginal Road	NS	Mileage	12				\$ 6.96
Expenses	28-Oct-24	College Mtgs	16-Oct-24	18-Oct-24	Sydney Waterfront Campus	NS	Mileage/Incidental	792			\$ 10.00	\$ 469.36
Expenses	28-Oct-24	Business Event	21-Oct-24	21-Oct-24	Lunenburg Campus	NS	Mileage	180				\$ 104.40
Expenses	28-Oct-24	Business Mtg	22-Oct-24	22-Oct-24	Otter Lake Court	NS	Mileage	15				\$ 8.70
Expenses	28-Oct-24	College Event	23-Oct-24	23-Oct-24	Ivany Campus	NS	Mileage/Tolls	28			\$ 2.50	\$ 18.74
Expenses	28-Oct-24	College Mtg	24-Oct-24	24-Oct-24	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.50	\$ 16.42
Expenses	28-Oct-24	Business Event	28-Oct-24	28-Oct-24	Argyle Street (from home - weekend travel)	NS	Mileage	40				\$ 23.20
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Direct Billed	18-Oct-24	College Mtgs	16-Oct-24	18-Oct-24	Sydney Waterfront Campus	NS	Accommodations			\$ 312.70		\$ 312.70
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Nov-24	Business Mtg	9-Oct-24	9-Oct-24	Upper Water Street	NS	Parking				\$ 18.00	\$ 18.00
Credit Card	6-Nov-24	College Mtgs	17-Oct-24	17-Oct-24	Sydney Waterfront Campus	NS	Receipted Meal		\$ 56.03			\$ 56.03
Credit Card	6-Nov-24	Business Mtgs	30-Oct-24	1-Nov-24	Queen Street, Charlottetown	PEI	Meals/Accom./Tolls		\$ 62.16	685.57	\$ 50.25	\$ 797.98
Credit Card	6-Nov-24	College Mtgs	1-Nov-24	2-Nov-24	Sydney Waterfront Campus	NS	Accommodations			164.65		\$ 164.65
Credit Card	6-Nov-24	Business Mtg	4-Nov-24	4-Nov-24	Argyle Street	NS	Parking				\$ 8.50	\$ 8.50
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expenses	29-Nov-24	Business Mtg	29-Oct-24	29-Oct-24	Grafton Street	NS	Mileage	10				\$ 5.80
Expenses	29-Nov-24	Business Mtg/College Mtgs	30-Oct-24	2-Nov-25	PEI/Sydney Waterfront Campus	PEI/NS	Mileage/Incidental	1261			\$ 15.00	\$ 746.38
Expenses	29-Nov-24	Business Mtg	4-Nov-24	4-Nov-24	Argyle Street	NS	Mileage	10				\$ 5.80
Expenses	29-Nov-24	Business Mtg	4-Nov-24	4-Nov-24	Dellridge Lane	NS	Mileage	15				\$ 8.70
Expenses	29-Nov-24	Business Mtg	8-Nov-24	8-Nov-24	Dellridge Lane	NS	Mileage	15				\$ 8.70
Expenses	29-Nov-24	Business Mtg	12-Nov-24	12-Nov-24	Lower Water Street	NS	Mileage	10				\$ 5.80
Expenses	29-Nov-24	Business Event	13-Nov-24	13-Nov-24	Argyle Street (evening event)	NS	Mileage	40				\$ 23.20
Expenses	29-Nov-24	Business Mtgs	15-Nov-24	15-Nov-24	Grafton Street	NS	Mileage	10				\$ 5.80
Expenses	29-Nov-24	Business Event	18-Nov-24	18-Nov-24	Upper Water Street	NS	Mileage	10				\$ 5.80
Expenses	29-Nov-24	Business Event	20-Nov-24	20-Nov-24	Starboard Drive	NS	Mileage	14				\$ 8.12
Expenses	29-Nov-24	Business Mtg	20-Nov-24	20-Nov-24	Grafton Street	NS	Mileage	10				\$ 5.80
Expenses	29-Nov-24	Business Event	22-Nov-24	22-Nov-24	Upper Water Street	NS	Mileage	10				\$ 5.80
Expenses	29-Nov-24	College Mtgs	26-Nov-24	28-Nov-24	Airport (Sydney for mtgs)	NS	Mileage/Incidental	54			\$ 10.00	\$ 41.32
Expenses	29-Nov-24	Business Event	28-Nov-24	28-Nov-24	Barrington Street	NS	Mileage/Parking	10			\$ 14.50	\$ 20.30
Expenses	29-Nov-24	Business Event	29-Nov-24	29-Nov-24	Argyle Street	NS	Mileage	10				\$ 5.80
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Dec-24	College Mtgs	26-Nov-24	28-Nov-24	Sydney	NS	Airfare				\$ 340.31	\$ 340.31
Credit Card	6-Dec-24	Business Mtg	12-Nov-24	12-Nov-24	Lower Water Street	NS	Parking				\$ 10.50	\$ 10.50
Credit Card	6-Dec-24	Business Event	13-Nov-24	13-Nov-24	Argyle Street	NS	Parking				\$ 10.00	\$ 10.00
Credit Card	6-Dec-24	Business Event	18-Nov-24	18-Nov-24	Upper Water Street	NS	Parking				\$ 9.00	\$ 9.00
Credit Card	6-Dec-24	Business Mtg	20-Nov-24	20-Nov-24	Grafton Street	NS	Parking				\$ 10.50	\$ 10.50
Credit Card	6-Dec-24	Business Event	22-Nov-24	22-Nov-24	Upper Water Street	NS	Parking				\$ 9.00	\$ 9.00
Credit Card	6-Dec-24	College Mtg	26-Nov-25	28-Nov-24	Sydney	NS	Parking/Accommodations/Taxi			\$ 312.70	\$ 81.00	\$ 393.70
Credit Card	6-Dec-24	College Mtg	29-Nov-24	29-Nov-24	Argyle Street	NS	Parking				\$ 4.50	\$ 4.50
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expenses	18-Dec-24	College Mtg	2-Dec-24	2-Dec-24	Grafton Street	NS	Mileage	10				\$ 5.80
Expenses	18-Dec-24	College Mtg	4-Dec-24	4-Dec-24	Ivany	NS	Mileage/Tolls	28			\$ 2.50	\$ 18.74
Expenses	18-Dec-24	College Mtg	5-Dec-24	5-Dec-24	Akerley	NS	Mileage/Tolls	24			\$ 2.50	\$ 16.42



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Expenses	18-Dec-24	College Mtgs	11-Dec-24	11-Dec-24	Ivany	NS	Mileage/Tolls	28			\$ 2.50	\$ 18.74
Expenses	18-Dec-24	College Mtgs	12-Dec-24	12-Dec-24	Ivany	NS	Mileage/Tolls	28			\$ 2.50	\$ 18.74
Expenses	18-Dec-24	Business Mtg	13-Dec-24	13-Dec-24	Upper Water Street	NS	Mileage	10				\$ 5.80
Expenses	18-Dec-24	Business Mtg	16-Dec-24	16-Dec-24	Lower Water Street	NS	Mileage	10				\$ 5.80
Expenses	18-Dec-24	Business Mtg	17-Dec-24	17-Dec-24	Demone Street	NS	Mileage	4				\$ 2.32
Expenses	18-Dec-24	Business Mtg	18-Dec-24	18-Dec-24	Barrington Street	NS	Mileage	10				\$ 5.80
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Jan-25	Business Mtg	13-Dec-24	13-Dec-24	Upper Water Street	NS	Parking				\$ 9.00	\$ 9.00
Credit Card	6-Jan-25	Business Mtg	16-Dec-24	16-Dec-24	Lower Water Street	NS	Parking				\$ 7.00	\$ 7.00
Credit Card	6-Jan-25	Business Mtg	18-Dec-24	18-Dec-24	Barrington Street	NS	Parking				\$ 5.25	\$ 5.25
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expenses	29-Jan-25	Business Mtg	14-Jan-25	14-Jan-25	Joseph Howe Dr.	NS	Mileage	10				\$ 5.80
Expenses	29-Jan-25	Business Mtg	15-Jan-25	15-Jan-25	Barrington Street	NS	Mileage	10				\$ 5.80
Expenses	29-Jan-25	Business Mtg	15-Jan-25	15-Jan-25	Dellridge Lane	NS	Mileage	14				\$ 8.12
Expenses	29-Jan-25	Business Mtg	16-Jan-25	16-Jan-25	Toronto	ON	Receipted Meal/Mileage	54	\$ 15.18			\$ 46.50
Expenses	29-Jan-25	Business Event	17-Jan-25	17-Jan-25	Hollis Street (after hours)	NS	Mileage	42				\$ 24.36
Expenses	29-Jan-25	Business Mtgs	20-Jan-25	20-Jan-25	Ochterloney Dr / Grafton St	NS	Mileage/Tolls	15			\$ 2.50	\$ 11.20
Expenses	29-Jan-25	Business Mtg	22-Jan-25	22-Jan-25	Starboard Drive	NS	Mileage	19				\$ 11.02
Expenses	29-Jan-25	Business Event	23-Jan-25	23-Jan-25	Argyle St.	NS	Mileage	10				\$ 5.80
Expenses	29-Jan-25	Business Mtg	27-Jan-25	27-Jan-25	Argyle St.	NS	Mileage	10				\$ 5.80
Expenses	29-Jan-25	Business Event	28-Jan-25	28-Jan-25	Argyle St.	NS	Mileage	10				\$ 5.80
Expenses	29-Jan-25	Business Mtg	29-Jan-25	29-Jan-25	University Ave.	NS	Mileage	10				\$ 5.80
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Feb-25	Business Mtg	16-Jan-25	16-Jan-25	Toronto	ON	Airfare/Train/Parking/Meal		\$ 17.72		\$ 700.60	\$ 718.32
Credit Card	6-Feb-25	Business Mtg	15-Jan-25	15-Jan-25	Barrington Street	NS	Parking				\$ 5.25	\$ 5.25
Credit Card	6-Feb-25	Business Event	17-Jan-25	17-Jan-25	Hollis Street	NS	Parking				\$ 10.50	\$ 10.50
Credit Card	6-Feb-25	Business Mtg	20-Jan-25	20-Jan-25	Ochterloney Dr / Grafton St	NS	Parking				\$ 19.50	\$ 19.50
Credit Card	6-Feb-25	Business Event	23-Jan-25	23-Jan-25	Argyle Street	NS	Parking				\$ 12.50	\$ 12.50
Credit Card	6-Feb-25	Business Mtg	27-Jan-25	27-Jan-25	Argyle Street	NS	Parking				\$ 10.00	\$ 10.00
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expenses	19-Feb-25	College Mtgs	18-Feb-25	19-Feb-25	Sydney	NS	Mileage/Overnight/Meal	868	\$ 37.51		\$ 5.00	\$ 545.95
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Mar-25	Business Event	4-Mar-25	4-Mar-25	Grafton Street	NS	Parking				\$ 8.50	\$ 8.50
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expenses	28-Mar-25	College Mtgs	18-Feb-25	19-Feb-25	Sydney	NS	Accommodations			159.91		\$ 159.91
Expenses	28-Mar-25	Business Event	4-Mar-25	4-Mar-25	Grafton Street	NS	Mileage	10				\$ 5.80
Expenses	28-Mar-25	College Event	5-Mar-25	6-Mar-25	Port Hawkesbury	NS	Mileage/Overnight/Tolls	542			\$ 7.50	\$ 321.86
Expenses	28-Mar-25	Business Mtg	7-Mar-25	7-Mar-25	Demone Street	NS	Mileage	4				\$ 2.32
Expenses	28-Mar-25	Business Mtg	10-Mar-25	10-Mar-25	Upper Water Street	NS	Mileage	10				\$ 5.80
Expenses	28-Mar-25	Business Event	12-Mar-25	12-Mar-25	Grafton Street	NS	Mileage	10				\$ 5.80
Expenses	28-Mar-25	Business Mtg	13-Mar-25	13-Mar-25	Lacewood Drive	NS	Mileage	10				\$ 5.80
Expenses	28-Mar-25	Business Mtg	14-Mar-25	14-Mar-25	Bedford Highway	NS	Mileage	7				\$ 4.06
Expenses	28-Mar-25	Business Mtg	17-Mar-25	17-Mar-25	Upper Water Strt/Demone Street	NS	Mileage	14				\$ 8.12
Expenses	28-Mar-25	Business Mtg	18-Mar-25	18-Mar-25	Shuble Drive	NS	Mileage	20				\$ 11.60
Expenses	28-Mar-25	Business Mtg	19-Mar-25	19-Mar-25	Lovett Lake Ct./Grafton St.	NS	Mileage	27				\$ 15.66
Expenses	28-Mar-25	Business Mtg	20-Mar-25	20-Mar-25	Parker St.	NS	Mileage	15				\$ 8.70
Expenses	28-Mar-25	College/Business Mtgs	26-Mar-25	28-Mar-25	Ivany/Moncton	NS/NB	Mileage/Overnight	553			\$ 10.00	\$ 330.74
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	7-Apr-25	College Event	5-Mar-25	7-Mar-25	Port Hawkesbury	NS	Accommodations/Meal		\$ 24.85	209.66		\$ 234.51
Credit Card	7-Apr-25	Business Mtg	10-Mar-25	10-Mar-25	Upper Water Street	NS	Parking				\$ 9.00	\$ 9.00



D. Bureaux - President, Travel Report (2024-2025)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card	7-Apr-25	Business Event/Mtgs	22-Apr-25	25-Apr-25	Ottawa	ON	Air Fare				\$ 673.64	\$ 673.64
Credit Card	7-Apr-25	Business Event	12-Mar-25	12-Mar-25	Grafton Street	NS	Parking				\$ 8.50	\$ 8.50
Credit Card	7-Apr-25	Business Mtg	17-Mar-25	17-Mar-25	Upper Water Street	NS	Parking				\$ 9.00	\$ 9.00
Credit Card	7-Apr-25	Business Mtg	19-Mar-25	19-Mar-25	Grafton Street	NS	Parking				\$ 8.00	\$ 8.00
Credit Card	7-Apr-25	Business Mtg	26-Mar-25	28-Mar-25	Moncton	NB	Accommodations/Meal		\$ 22.50	\$ 322.36		\$ 344.86
Credit Card	7-Apr-25	Business Mtgs	4-Apr-25	4-Apr-25	Spring Garden Road	NS	Parking				\$ 8.00	\$ 8.00
Reviewed by Internal Auditor:			<i>Bruce Sparrow</i>									



D. Bureaux - President, Hospitality Report (2024-2025)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	Meals	Other	Total
Credit Card	6-May-24	College Mtg	15-Apr-24	15-Apr-24	Esplanade, Sydney	NS	Receipted Meal (3 guests)	\$ 187.31		\$ 187.31
Credit Card	6-May-24	College Mtg	15-Apr-24	15-Apr-24	Esplanade, Sydney	NS	Receipted Meal (2 guests)	\$ 84.75		\$ 84.75
Credit Card	6-May-24	College Mtg	16-Apr-24	16-Apr-24	Esplanade, Sydney	NS	Receipted Meal (2 guests)	\$ 100.55		\$ 100.55
Credit Card	6-May-24	College Mtg	16-Apr-24	16-Apr-24	Esplanade, Sydney	NS	Receipted Meal (1 guest)	\$ 50.85		\$ 50.85
Credit Card	6-May-24	College Mtg	2-May-24	2-May-24	Esplanade, Sydney	NS	Receipted Meal (2 guests)	\$ 54.15		\$ 54.15
Reviewed by Internal Auditor: <i>Brian Spores</i>										
Credit Card	6-Jun-24	Business Mtg	13-May-24	13-May-24	Demone St.	NS	Receipted Meal (1 guest)	\$ 11.21		\$ 11.21
Reviewed by Internal Auditor: <i>Brian Spores</i>										
Credit Card	8-Jul-24	College Mtg	2-Jul-24	3-Jul-24	Esplanade, Sydney	NS	Receipted Meal (5 guests)	\$ 298.93		\$ 298.93
Reviewed by Internal Auditor: <i>Brian Spores</i>										
Credit Card	6-Aug-24	Business Mtg	15-Jul-24	15-Jul-24	Demone St.	NS	Receipted Meal (1 guest)	\$ 5.75		\$ 5.75
Credit Card	6-Aug-24	Business Mtg	15-Jul-24	15-Jul-24	Dellridge Lane	NS	Receipted Meal (1 guest)	\$ 11.18		\$ 11.18
Credit Card	6-Aug-24	Business Mtg	19-Jul-24	19-Jul-24	Lacewood Dr.	NS	Receipted Meal (1 guest)	\$ 52.58		\$ 52.58
Credit Card	6-Aug-24	Business Mtg	24-Jul-24	24-Jul-24	Amherst	NS	Receipted Meal (1 guest)	\$ 61.03		\$ 61.03
Reviewed by Internal Auditor: <i>Brian Spores</i>										
Credit Card	6-Sep-24	College Mtg	19-Aug-24	19-Aug-24	Alderney Drive	NS	Receipted Meal (2 guests)	\$ 99.10		\$ 99.10
Reviewed by Internal Auditor: <i>Brian Spores</i>										
Credit Card	7-Oct-24	Business Mtg	12-Sep-24	12-Sep-24	Upper Water Street	NS	Receipted Meal (1 guest)	\$ 13.00		\$ 13.00
Reviewed by Internal Auditor: <i>Brian Spores</i>										
Credit Card	6-Nov-24	Business Mtgs	9-Oct-24	9-Oct-24	Upper Water Street	NS	Receipted Meal (1 guest)	\$ 11.90		\$ 11.90
Credit Card	6-Nov-24	Business Mtgs	9-Oct-24	9-Oct-24	Upper Water Street	NS	Receipted Meal (1 guest)	\$ 53.15		\$ 53.15
Reviewed by Internal Auditor: <i>Brian Spores</i>										
Credit Card	6-Dec-24	Business Mtg	8-Nov-24	8-Nov-24	Dellridge Lane	NS	Receipted Meal (1 guest)	\$ 10.45		\$ 10.45
Credit Card	6-Dec-24	Business Mtg	15-Nov-25	15-Nov-25	Sackville Street	NS	Receipted Meal (1 guest)	\$ 76.28		\$ 76.28
Credit Card	6-Dec-24	College Mtg	26-Nov-24	28-Nov-24	Sydney	NS	Receipted Meal (4 guests)	\$ 261.15		\$ 261.15
Reviewed by Internal Auditor: <i>Brian Spores</i>										
Credit Card	6-Jan-25	Business Mtg	13-Dec-24	13-Dec-24	Upper Water Street	NS	Receipted Meal (1 guest)	\$ 58.75		\$ 58.75
Reviewed by Internal Auditor: <i>Brian Spores</i>										
Credit Card	6-Feb-25	Business Mtg	10-Jan-25	10-Jan-25	Lacewood Drive	NS	Receipted Meal (1 guest)	\$ 40.88		\$ 40.88
Credit Card	6-Feb-25	Business Mtg	15-Jan-25	15-Jan-25	Dellridge Lane	NS	Receipted Meal (1 guest)	\$ 5.81		\$ 5.81
Credit Card	6-Feb-25	Business Event	22-Feb-25	22-Feb-25	Argyle St	NS	Receipted Meal (9 guests)	\$ 1,200.00		\$ 1,200.00
Reviewed by Internal Auditor: <i>Brian Spores</i>										
Credit Card	7-Apr-25	Business Mtg	10-Mar-25	10-Mar-25	Upper Water Street	NS	Receipted Meal (1 guest)	\$ 81.30		\$ 81.30
Credit Card	7-Apr-25	Business Mtg	13-Mar-25	13-Mar-25	Lacewood Drive	NS	Receipted Meal (1 guest)	\$ 47.80		\$ 47.80
Credit Card	7-Apr-25	Business Mtg	17-Mar-25	17-Mar-25	Upper Water Street	NS	Receipted Meal (1 guest)	\$ 74.55		\$ 74.55
Reviewed by Internal Auditor: <i>Brian Spores</i>										



Andrew Lafford - Vice President, Academic, Travel Report (2024-2025)

Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Expense Claim	23-Aug-24 College Meeting	21-Aug-24	23-Aug-24	Granville Street	NS	Mileage and Parking	30			\$ 73.50	\$ 90.90
Reviewed by Internal Auditor:	<i>Bruce Spence</i>										
Expense Claim	20-Sep-24 Business Meeting	3-Sep-24	3-Sep-24	Arygle Street	NS	Mileage and Parking	10			\$ 12.00	\$ 17.80
Expense Claim	20-Sep-24 Business Meeting	20-Sep-24	20-Sep-24	Ragged Lake Road	NS	Mileage	20				\$ 11.60
Reviewed by Internal Auditor:	<i>Bruce Spence</i>										
Expense Claim	29-Oct-24 Board Meeting	16-Oct-24	18-Oct-24	Sydney	NS	Per diem meals, car rental fuel, incidentals		\$ 75.00		\$ 94.49	\$ 169.49
Expense Claim	29-Oct-24 Business Meeting	23-Oct-24	23-Oct-24	Arygle Street	NS	Mileage and Parking	10			\$ 12.50	\$ 18.30
Expense Claim	29-Oct-24 College Meeting	24-Oct-24	24-Oct-24	Akerley Campus	NS	Mileage and bridge	24			\$ 2.50	\$ 16.42
Expense Claim	29-Oct-24 College Meeting	29-Oct-24	29-Oct-24	Akerley Campus	NS	Mileage and bridge	24			\$ 2.50	\$ 16.42
Reviewed by Internal Auditor:	<i>Bruce Spence</i>										
Direct Billed	18-Oct-24 Board Meeting	16-Oct-24	18-Oct-24	Sydney	NS	Hotel			\$ 312.70		\$ 312.70
Reviewed by Internal Auditor:	<i>Bruce Spence</i>										
Credit Card	7-Nov-24 Board Meeting	16-Oct-24	18-Oct-24	Sydney	NS	Car rental				\$ 120.98	\$ 120.98
Reviewed by Internal Auditor:	<i>Bruce Spence</i>										
Expense Claim	27-Nov-24 College Meeting	7-Nov-24	7-Nov-24	Ivany Campus	NS	Mileage and Bridge	28			\$ 2.50	\$ 18.74
Expense Claim	27-Nov-24 Business Meeting	12-Nov-24	12-Nov-24	Lower Water Street	NS	Mileage and Parking	10			\$ 12.20	\$ 18.00
Expense Claim	27-Nov-24 Business Meeting	27-Nov-24	27-Nov-24	Barrington Street	NS	Mileage	10				\$ 5.80
Reviewed by Internal Auditor:	<i>Bruce Spence</i>										
Expense Claim	18-Dec-24 Business Meeting	27-Nov-24	27-Nov-24	Barrington Street	NS	Parking				\$ 12.00	\$ 12.00
Expense Claim	18-Dec-24 College Meeting	5-Dec-24	5-Dec-24	Akerley Campus	NS	Mileage and bridge	24			\$ 2.50	\$ 16.42
Expense Claim	18-Dec-24 College Meeting	11-Dec-24	11-Dec-24	Ivany Campus	NS	Mileage and bridge	28			\$ 2.50	\$ 18.74
Expense Claim	18-Dec-24 College Meeting	12-Dec-24	12-Dec-24	Ivany Campus	NS	Mileage and bridge	28			\$ 2.50	\$ 18.74
Expense Claim	18-Dec-24 Business Meeting	18-Dec-24	18-Dec-24	Barrington Street	NS	Mileage	10				\$ 5.80
Reviewed by Internal Auditor:	<i>Bruce Spence</i>										
Expense Claim	14-Jan-25 Business Meeting	14-Jan-25	14-Jan-25	Joseph Howe Drive	NS	Mileage	10				\$ 5.80
Reviewed by Internal Auditor:	<i>Bruce Spence</i>										
Credit Card	6-Feb-25 Conference	5-Mar-25	10-Mar-25	Calgary	AB	Flight (cancelled - full credit given)				\$ 936.95	\$ 936.95
Reviewed by Internal Auditor:	<i>Bruce Spence</i>										
Expense Claim	21-Mar-25 Business Meeting	5-Mar-25	5-Mar-25	Ragged Lake Road	NS	Mileage	20				\$ 11.60
Expense Claim	21-Mar-25 Business Meeting	20-Mar-25	20-Mar-25	Spectacle Lake	NS	Mileage	16				\$ 9.28
Expense Claim	21-Mar-25 Business Meeting	21-Mar-25	21-Mar-25	Spectacle Lake	NS	Mileage	16				\$ 9.28
Reviewed by Internal Auditor:	<i>Bruce Spence</i>										
Credit Card	7-Apr-25 Conference	12-May-25	16-May-25	Winnipeg	MB	Flight (used full credit from previously cancelled flight)				\$ 152.81	\$ 152.81
Reviewed by Internal Auditor:	<i>Bruce Spence</i>										



Andrew Lafford - Vice President, Academic, Hospitality Report (2024-2025)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	Meals	Other	Total
Joanne's expense claim	12-Dec-24	Business meeting	29-Nov-24	29-Nov-24	IT Campus	NS	Meeting expenses	\$ 5.03		\$ 5.03
Reviewed by Internal Auditor:										



A. Burke - VP College Services & Strategy, Travel Report (2024-2025)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Expense Claim	25-Apr-24	Board Meeting	25-Apr-24	25-Apr-24	Dartmouth	NS	Mileage/Tolls	24			\$ 2.50	\$ 16.42
Reviewed by Internal Auditor: <i>Bruce Spooner</i>												
Expense Claim	27-May-24	College Event	8-May-24	8-May-24	Ivany Campus	NS	Mileage/Tolls	28			\$ 2.50	\$ 18.74
Expense Claim	27-May-24	College Meeting	9-May-24	9-May-24	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.50	\$ 16.42
Expense Claim	27-May-24	College Meeting	16-May-24	16-May-24	Brownlow Ave.	NS	Mileage/Tolls	20			\$ 2.50	\$ 14.10
Expense Claim	27-May-24	College Meeting	21-May-24	21-May-24	Ivany Campus	NS	Mileage/Tolls	28			\$ 2.50	\$ 18.74
Expense Claim	27-May-24	College Meeting	23-May-24	23-May-24	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.50	\$ 16.42
Expense Claim	27-May-24	Business Meeting	27-May-24	27-May-24	Mount Saint Vincent University	NS	Mileage	7				\$ 4.06
Reviewed by Internal Auditor: <i>Bruce Spooner</i>												
Expense Claim	27-Jun-24	Convocations	12-Jun-24	13-Jun-24	Mount Saint Vincent University	NS	Mileage	20				\$ 11.60
Expense Claim	27-Jun-24	Conference	21-Jun-24	27-Jun-24	Victoria	BC	Incidentals/Meals/Parking		\$ 175.00		\$ 162.30	\$ 337.30
Reviewed by Internal Auditor: <i>Bruce Spooner</i>												
Credit Card	8-Jul-24	Conference	21-Jun-24	27-Jun-24	Victoria	BC	Taxis/Rental Car/Fuel				\$ 711.77	\$ 711.77
Reviewed by Internal Auditor: <i>Bruce Spooner</i>												
Expense Claim	16-Jul-24	College Meeting	16-Jul-24	16-Jul-24	Eastern Shore District High School	NS	Mileage/Tolls	90			\$ 2.50	\$ 54.70
Reviewed by Internal Auditor: <i>Bruce Spooner</i>												
Expense Claim	23-Aug-24	College Meeting	21-Aug-24	23-Aug-24	Grafton Street	NS	Mileage	30				\$ 17.40
Reviewed by Internal Auditor: <i>Bruce Spooner</i>												
Credit Card	6-Sep-24	College Meeting	21-Aug-24	23-Aug-24	Grafton Street	NS	Taxis/Parking				\$ 52.21	\$ 52.21
Reviewed by Internal Auditor: <i>Bruce Spooner</i>												
Credit Card	6-Nov-24	Board Meeting	16-Oct-24	18-Oct-24	Sydney Waterfront Campus	NS	Rental Car/Fuel				\$ 258.62	\$ 258.62
Reviewed by Internal Auditor: <i>Bruce Spooner</i>												
Direct Billed	18-Oct-24	Board Meeting	16-Oct-24	18-Oct-24	Sydney Waterfront Campus	NS	Hotel			\$ 312.70		\$ 312.70
Reviewed by Internal Auditor: <i>Bruce Spooner</i>												
Expense Claim	24-Oct-24	College Meeting	24-Oct-24	24-Oct-24	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.50	\$ 16.42
Expense Claim	24-Oct-24	Board Meeting	16-Oct-24	18-Oct-24	Sydney Waterfront Campus	NS	Meals/Incidentals		\$ 115.00		\$ 10.00	\$ 125.00
Reviewed by Internal Auditor: <i>Bruce Spooner</i>												
Expense Claim	5-Dec-24	College Meeting	2-Dec-24	2-Dec-24	Grafton Street	NS	Mileage	10				\$ 5.80
Expense Claim	5-Dec-24	College Meeting	5-Dec-24	5-Dec-24	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.50	\$ 16.42
Reviewed by Internal Auditor: <i>Bruce Spooner</i>												
Credit Card	6-Dec-24	College Meeting	2-Dec-24	2-Dec-24	Grafton Street	NS	Taxi				\$ 12.06	\$ 12.06
Reviewed by Internal Auditor: <i>Bruce Spooner</i>												
Credit Card	6-Jan-25	Board Meeting	11-Dec-24	12-Dec-24	Ivany Campus	NS	Taxis				\$ 125.84	\$ 125.84
Reviewed by Internal Auditor: <i>Bruce Spooner</i>												



L. Hartwell - VP Campuses & Communities - Travel Report (2024 - 2025)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card	8-Apr-24	Conference	15-Jun-24	20-Jun-24	Virginia Beach	VA	Accommodations			\$ 530.87		\$ 530.87
Reviewed by Internal Auditor:												
Credit Card	6-May-24	College Meetings	30-Apr-24	01-May-24	Sydney	NS	Accommodations			\$ 156.35		\$ 156.35
Reviewed by Internal Auditor:												
Expense Claim	23-May-24	College Meetings	30-Apr-24	01-May-24	Sydney	NS	Mileage/Meals/Overnight Incidentals	804	\$ 40.00		\$ 5.00	\$ 511.32
Expense Claim	23-May-24	College Meetings	23-May-24	23-May-24	Truro	NS	Mileage	180				\$ 104.40
Reviewed by Internal Auditor:												
Credit Card	8-Jul-24	Conference	15-Jun-24	20-Jun-24	Virginia Beach	VA	Accommodations/Parking			\$ 1,622.02	\$ 56.29	\$ 1,678.31
Reviewed by Internal Auditor:												
Expense Claim	8-Jul-24	Conference	15-Jun-24	20-Jun-24	Virginia Beach	VA	Mileage/Meals/Overnight Incidentals/Car Rental	100	\$ 407.84		\$ 496.90	\$ 962.74
Expense Claim	8-Jul-24	College Meetings	08-Jul-24	09-Jul-24	Yarmouth	NS	Meals/Overnight Incidentals		\$ 40.00		\$ 5.00	\$ 45.00
Reviewed by Internal Auditor:												
Credit Card	6-Aug-24	College Meetings	08-Jul-24	09-Jul-24	Yarmouth	NS	Accommodations/Fuel/Car Rental			\$ 212.45	\$ 560.62	\$ 773.07
Reviewed by Internal Auditor:												
Expense Claim (D. Simlett)	20-Sep-24	College Meetings	30-Aug-24	30-Aug-24	Stellarton	NS	Mileage	302				\$ 175.16
Reviewed by Internal Auditor:												
Direct Invoice	24-Sep-24	College Meetings	23-Sep-24	23-Sep-24	Bridgewater	NS	Car Rental				\$ 96.37	\$ 96.37
Reviewed by Internal Auditor:												
Expense Claim (D. Simlett)	4-Oct-24	College Meetings	04-Oct-24	04-Oct-24	Amherst	NS	Mileage	370				\$ 214.60
Reviewed by Internal Auditor:												
Credit Card	6-Nov-24	College Meetings	31-Oct-24	02-Nov-24	Port Hawkesbury/Sydney	NS	Accommodations			\$ 312.70		\$ 312.70
Reviewed by Internal Auditor:												
Expense Claim	2-Nov-24	College Meetings	31-Oct-24	02-Nov-24	Port Hawkesbury/Sydney	NS	Mileage/Meals/Overnight Incidentals	778	\$ 50.00		\$ 10.00	\$ 511.24
Reviewed by Internal Auditor:												
Expense Claim (D. Simlett)	25-Nov-24	College Meetings	25-Nov-24	25-Nov-24	Middleton	NS	Mileage	310				\$ 179.80
Reviewed by Internal Auditor:												



J.Provove - Vice President Equity and International, Travel Report (2024-2025)

Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Expense Claim	25-Apr-24 Business Meeting	7-Apr-24	8-Apr-24	Cape Breton	NS	Meal Per Diems, car rental fuel and incidental		\$ 25.00		\$ 85.08	\$ 110.08
Expense Claim	25-Apr-24 College Meeting	25-Apr-24	25-Apr-24	Akerley	NS	Mileage	24				\$ 13.92
Reviewed by Internal Auditor: <i>Brian Spence</i>											
Credit Card	6-May-24 College Meeting	7-Apr-24	8-Apr-24	Cape Breton	NS	Car rental and accommodations			\$ 164.65	\$ 100.97	\$ 265.62
Credit Card	6-May-24 Conference	28-Apr-24	2-May-24	Calgary	AB	Flight cancelled (partial refund plus a future flight credit)				\$ (158.70)	\$ (158.70)
Reviewed by Internal Auditor: <i>Brian Spence</i>											
Expense Claim	31-May-24 College Meeting	16-May-24	16-May-24	Delta, Dartmouth and Lord Nelson, Halifax	NS	Mileage and parking	26			\$ 6.00	\$ 21.08
Expense Claim	31-May-24 College Meeting	21-May-24	21-May-24	Ivany	NS	Mileage	28				\$ 16.24
Expense Claim	31-May-24 College Meeting	24-May-24	24-May-24	Akerley	NS	Mileage	24				\$ 13.92
Expense Claim	31-May-24 College Event	31-May-24	31-May-24	Ivany	NS	Mileage	28				\$ 16.24
Reviewed by Internal Auditor: <i>Brian Spence</i>											
Credit Card	6-Jun-24 College Event	23-May-24	23-May-04	Argyle Street, Halifax	NS	Taxi				\$ 13.20	\$ 13.20
Credit Card	6-Jun-24 Convocation	4-Jun-24	5-Jun-24	Yarmouth	NS	Accommodations			\$ 207.42		\$ 207.42
Reviewed by Internal Auditor: <i>Brian Spence</i>											
Expense Claim	20-Jun-24 Convocations	3-Jun-24	3-Jun-24	Cumberland/Truro	NS	Meal Per Diems and car rental fuel		\$ 15.00		\$ 30.00	\$ 45.00
Expense Claim	20-Jun-24 Convocations	4-Jun-24	5-Jun-24	AVC/Burridge/Shelburne	NS	Meal Per Diems, car rental fuel and incidental		\$ 25.00		\$ 54.13	\$ 79.13
Expense Claim	20-Jun-24 Convocations	5-Jun-24	5-Jun-24	Lunenburg Campus	NS	Meal Per Diems and car rental fuel		\$ 15.00		\$ 50.37	\$ 65.37
Expense Claim	20-Jun-24 Convocations	6-Jun-24	7-Jun-24	Pictou/Strait Area	NS	Meal Per Diems, car rental fuel and incidental		\$ 35.00		\$ 53.14	\$ 88.14
Expense Claim	20-Jun-24 Convocations	7-Jun-24	7-Jun-24	Marconi	NS	Meal Per Diems and car rental fuel		\$ 25.00		\$ 48.67	\$ 73.67
Expense Claim	20-Jun-24 College Meeting	20-Jun-24	20-Jun-24	Akerley	NS	Mileage	24				\$ 13.92
Reviewed by Internal Auditor: <i>Brian Spence</i>											
Credit Card	8-Jul-24 Convocations	6-Jun-24	7-Jun-24	Pictou/Strait Area	NS	Accommodations			\$ 223.87		\$ 223.87
Credit Card	8-Jul-24 Convocations	2-Jun-24	7-Jun-24	Convocations	NS	Car rental				\$ 282.21	\$ 282.21
Reviewed by Internal Auditor: <i>Brian Spence</i>											
Expense Claim	23-Aug-24 College Meetings	21-Aug-24	23-Aug-24	Grafton Street	NS	Mileage and parking	30			\$ 73.50	\$ 90.90
Reviewed by Internal Auditor: <i>Brian Spence</i>											
Expense Claim	2-Oct-24 Conference	2-Oct-24	2-Oct-24	Akerley	NS	Mileage	24				\$ 13.92
Reviewed by Internal Auditor: <i>Brian Spence</i>											
Expense Claim	4-Oct-24 College Meeting	4-Oct-24	4-Oct-24	Pictou	NS	Car rental fuel				\$ 40.61	\$ 40.61
Reviewed by Internal Auditor: <i>Brian Spence</i>											
Credit Card	7-Oct-24 College Meeting	4-Oct-24	4-Oct-24	Pictou	NS	Car rental				\$ 105.57	\$ 105.57
Reviewed by Internal Auditor: <i>Brian Spence</i>											
Expense Claim	1-Nov-24 College Meetings	16-Oct-24	18-Oct-24	Sydney	NS	Meal Per Diems and car rental fuel		\$ 115.00		\$ 110.91	\$ 225.91
Expense Claim	1-Nov-24 College Meeting	21-Oct-24	21-Oct-24	Truro	NS	Meal Per Diems and car rental fuel		\$ 15.00		\$ 20.84	\$ 35.84
Expense Claim	1-Nov-24 Conference	28-Oct-24	29-Oct-24	Halifax	NS	Taxi's				\$ 65.30	\$ 65.30
Expense Claim	1-Nov-24 College Meetings	30-Oct-24	1-Nov-24	Shelburne/Yarmouth/Digby	NS	Meal Per Diems and car rental fuel		\$ 65.00		\$ 73.73	\$ 138.73
Reviewed by Internal Auditor: <i>Brian Spence</i>											
Direct Billed	18-Oct-24 College Meetings	16-Oct-24	18-Oct-24	Sydney	NS	Accommodations			\$ 312.70		\$ 312.70
Reviewed by Internal Auditor: <i>Brian Spence</i>											
Credit Card	6-Nov-24 College Meetings	16-Oct-24	18-Oct-24	Sydney	NS	Car rental				\$ 141.10	\$ 141.10
Credit Card	6-Nov-24 College Meeting	21-Oct-24	21-Oct-24	Truro	NS	Car rental				\$ 94.07	\$ 94.07
Credit Card	6-Nov-24 College Meetings	30-Oct-24	1-Nov-24	Shelburne/Yarmouth/Digby	NS	Car rental and accommodations			\$ 327.45	\$ 141.10	\$ 468.55
Reviewed by Internal Auditor: <i>Brian Spence</i>											
Expense Claim	16-Nov-24 College Meetings	7-Nov-24	8-Nov-24	AVC/COGS	NS	Meal Per Diems and car rental fuel		\$ 35.00		\$ 53.59	\$ 88.59
Expense Claim	16-Nov-24 College Meetings	13-Nov-24	16-Nov-24	Sydney	NS	Meal Per Diems and car rental fuel		\$ 120.00		\$ 83.96	\$ 203.96
Reviewed by Internal Auditor: <i>Brian Spence</i>											
Credit Card	6-Dec-24 College Meetings	7-Nov-24	8-Nov-24	AVC/COGS	NS	Car rental and accommodations			\$ 246.62	\$ 141.10	\$ 387.72
Credit Card	6-Dec-24 College Meetings	13-Nov-24	16-Nov-24	Sydney	NS	Car rental and accommodations			\$ 469.05	\$ 304.18	\$ 773.23
Credit Card	6-Dec-24 College Meetings	20-Nov-24	21-Nov-24	Cumberland/ Amherst	NS	Car rental and accommodations			\$ 295.80	\$ 94.07	\$ 389.87
Credit Card	6-Dec-24 College Meetings	27-Nov-24	30-Nov-24	Kingstec and Strait	NS	Car rental and accommodations			\$ 383.78	\$ 188.14	\$ 571.92
Reviewed by Internal Auditor: <i>Brian Spence</i>											
Expense Claim	30-Nov-24 College Meetings	20-Nov-24	21-Nov-24	Cumberland/Amherst	NS	Meal Per Diems and car rental fuel		\$ 65.00		\$ 61.78	\$ 126.78
Expense Claim	30-Nov-24 College Meetings	27-Nov-24	27-Nov-24	Kingstec	NS	Car rental Fuel				\$ 20.00	\$ 20.00



J.Provove - Vice President Equity and International, Travel Report (2024-2025)

Claim/Invoice/Statement	Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Expense Claim	30-Nov-24	College Meetings	28-Nov-24	30-Nov-24	Strait	NS	Meals per diem and car rental Fuel		\$ 70.00		\$ 88.16	\$ 158.16
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expense Claim	17-Jan-25	College Meetings	5-Dec-24	5-Dec-24	Akerley	NS	Mileage	24				\$ 13.92
Expense Claim	17-Jan-25	College Meetings	11-Dec-24	12-Dec-24	Ivany	NS	Mileage	56				\$ 32.48
Expense Claim	17-Jan-25	College Meetings	16-Jan-25	17-Jan-25	Ivany	NS	Mileage	56				\$ 32.48
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expense Claim	22-Feb-25	College Meetings	12-Feb-25	12-Feb-25	Lunenburg Campus	NS	Mileage and Meal Per Diem	212	\$ 15.00			\$ 137.96
Expense Claim	22-Feb-25	College Meetings	22-Feb-25	22-Feb-25	Halifax	NS	Mileage and Parking (weekend)	62			\$ 17.00	\$ 52.96
Reviewed by Internal Auditor: <i>Bruce Spence</i>												



J.Provove - Vice President Equity and International, Hospitality Report (2024-2025)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	Meals	Other	Total
Credit Card	6-May-24	College Event	23-May-24	23-May-24	Argyle Street	NS	Event Ticket		\$ 27.96	\$ 27.96
Reviewed by Internal Auditor:		<u>Brian Spence</u>								



G. Barrett - Chief Financial Officer, Travel Report (2024-2025)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card	6-May-24	Conference	2-Jun-24	6-Jun-24	Montreal	QC	Accommodations - one night hotel deposit			\$ 314.16		\$ 314.16
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expense Claim	23-May-24	Board Meeting	25-Apr-24	25-Apr-24	Akerley Campus	NS	Mileage/Bridge	24			\$ 2.50	\$ 16.42
Expense Claim	23-May-24	College Meeting	16-May-24	16-May-24	Burnside	NS	Mileage/Bridge	16			\$ 2.50	\$ 11.78
Expense Claim	23-May-24	College Meeting	23-May-24	23-May-24	Akerley Campus	NS	Mileage/Bridge	24			\$ 2.50	\$ 16.42
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Jun-24	Conference	2-Jun-24	6-Jun-24	Montreal	QC	Taxi				\$ 61.81	\$ 61.81
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expense Claim	6-Jun-24	Conference	2-Jun-24	6-Jun-24	Montreal	QC	Mileage/Meals/Acc/Inc/Taxi/Parking	77	\$ 155.00	\$ 942.48	\$ 234.36	\$ 1,376.50
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expense Claim	18-Jul-24	Staff Meeting	26-Jun-24	26-Jun-24	Ivany Campus	NS	Mileage/Bridge	28			\$ 2.50	\$ 18.74
Expense Claim	18-Jul-24	External Meeting	18-Jul-24	18-Jul-24	Halifax	NS	Taxi				\$ 38.59	\$ 38.59
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expense Claim	7-Aug-24	Conference	8-Sep-24	15-Sep-24	Calgary	AB	Airfare				\$ 788.76	\$ 788.76
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expense Claim	15-Sep-24	Conference	8-Sep-24	15-Sep-24	Calgary	AB	Mileage/Meals/Acc/Inc/Baggage/Parking	68	\$ 175.00	\$ 804.99	\$ 226.50	\$ 1,245.93
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expense Claim	24-Oct-24	College Meeting	24-Oct-24	24-Oct-24	Akerley Campus	NS	Mileage/Bridge	24			\$ 2.50	\$ 16.42
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expense Claim	22-Nov-24	College Meetings	20-Nov-24	22-Nov-24	Sydney Waterfront Campus	NS	Mileage/Meals/Acc/Inc	804	\$ 45.00	\$ 312.70	\$ 10.00	\$ 834.02
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expense Claim	11-Dec-24	College Meeting	5-Dec-24	5-Dec-24	Akerley Campus	NS	Mileage/Bridge	24			\$ 2.50	\$ 16.42
Expense Claim	11-Dec-24	Board Meeting	11-Dec-24	11-Dec-24	Ivany Campus	NS	Mileage/Bridge	28			\$ 2.50	\$ 18.74
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Expense Claim	10-Mar-25	Business Event	25-Feb-25	25-Feb-25	The Westin Nova Scotian	NS	Mileage/Parking	11			\$ 7.00	\$ 13.38
Expense Claim	10-Mar-25	Conference	8-Jun-25	12-Jun-25	Edmonton	AB	Airfare				\$ 689.96	\$ 689.96
Reviewed by Internal Auditor: <i>Bruce Spence</i>												



G. Barrett - Chief Financial Officer, Hospitality Report (2024-2025)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	Meals	Other	Total
Expense Claim	22-Nov-24	Retirement Celebrations / Group Dinner (22 people)	21-Nov-24	21-Nov-24	Sydney	NS	Meals	\$ 1,090.80		\$ 1,090.80
Reviewed by Internal Auditor:		<i>Barry Spencer</i>								