



A. Burke, VP Academic - Travel Report (2017/2018)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	5-May-17	Business Meeting	5-Apr-17	5-Apr-17	Windsor Street	NS	Mileage	5.2				\$ 2.08
Travel Claim	5-May-17	Business Meeting	12-Apr-17	12-Apr-17	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.00	\$ 11.60
Travel Claim	5-May-17	College Meeting	13-Apr-17	13-Apr-17	Cromarty Drive	NS	Mileage/Tolls	22			\$ 2.00	\$ 10.80
Travel Claim	5-May-17	College Meeting	18-Apr-17	19-Apr-17	AVC / COGS	NS	Overnight/Meals/Hotel		\$ 50.00	\$ 120.75	\$ 5.00	\$ 175.75
Travel Claim	5-May-17	Business Meeting	24-Apr-17	24-Apr-17	One Government Place	NS	Mileage	8.8				\$ 3.52
Travel Claim	5-May-17	College Meeting	25-Apr-17	25-Apr-17	Waterfront Campus	NS	Mileage	32				\$ 12.80
Travel Claim	5-May-17	Business Meeting	25-Apr-17	25-Apr-17	Brunswick Street	NS	Mileage	7.6				\$ 3.04
Travel Claim	5-May-17	Business Meeting / College Meeting	26-Apr-17	27-Apr-17	Cape Breton/Marconi Campus/Strait Arpa Campus	NS	Meals/Taxi/Hotel		\$ 35.00	\$ 139.59	\$ 113.55	\$ 288.14
Travel Claim	5-May-17	Conference	29-Apr-17	3-May-17	Ottawa	ON	Mileage/Meals/Hotel/Taxi	140	\$ 190.00	\$ 1,205.80	\$ 52.40	\$ 1,504.20
Travel Claim	5-May-17	Conference	5-May-17	5-May-17	Halifax Marriott Harbourfront	NS	Mileage	8.6				\$ 3.44
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Direct Billed	28-Apr-17	Business/College Meeting	26-Apr-17	28-Apr-17	Cape Breton	NS	Rental Car				\$ 152.60	\$ 152.60
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Credit Card	8-May-17	Business Meeting	25-Apr-17	25-Apr-17	Brunswick Street	NS	Parking				\$ 10.00	\$ 10.00
Credit Card	8-May-17	Conference	5-May-17	5-May-17	Halifax Marriott Harbourfront	NS	Parking				\$ 11.00	\$ 11.00
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Travel Claim	26-May-17	College Meeting	10-May-17	10-May-17	Best Western Chocolate Lake	NS	Mileage	9.8				\$ 3.92
Travel Claim	26-May-17	College Meeting	10-May-17	10-May-17	Best Western Chocolate Lake	NS	Mileage	9.8				\$ 3.92
Travel Claim	26-May-17	Business Meeting	10-May-17	10-May-17	Hollis Street	NS	Mileage	8.4				\$ 3.36
Travel Claim	26-May-17	Business Meeting	19-May-17	19-May-17	Barrington Street	NS	Mileage	9.6				\$ 3.84
Travel Claim	26-May-17	Conference	24-May-17	26-May-17	Toronto	ON	Meals/Overnight/Taxis/Hotel		\$ 140.00	\$ 461.68	\$ 161.00	\$ 762.68
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Travel Claim	26-May-17	Conference	24-May-17	24-May-17	Toronto	ON	Taxi				\$ 73.00	\$ 73.00
Travel Claim	26-May-17	Conference	24-May-17	24-May-17	Toronto	ON	Taxi				\$ 12.00	\$ 12.00
Travel Claim	26-May-17	Conference	26-May-17	26-May-17	Toronto	ON	Taxi				\$ 73.50	\$ 73.50
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Credit Card	6-Jun-17	Business Meeting	10-May-17	10-May-17	Hollis Street	NS	Parking				\$ 12.00	\$ 12.00
Credit Card	6-Jun-17	Business Meeting	19-May-17	19-May-17	Barrington Street	NS	Parking				\$ 8.00	\$ 8.00
Credit Card	6-Jun-17	College Event	23-May-17	23-May-17	Hampton Inn & Suites Sydney NS	NS	Accommodations			\$ 259.66		\$ 259.66
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Travel Claim	29-Jun-17	Convocations	6-Jun-17	6-Jun-17	Springhill / Truro	NS	Meals/Tolls		\$ 25.00		\$ 8.00	\$ 33.00
Travel Claim	29-Jun-17	Convocations	7-Jun-17	8-Jun-17	Middleton / Shelburne / Yarmouth	NS	Meals/Overnight/Hotel/Gas		\$ 50.00	\$ 173.65	\$ 60.30	\$ 283.95
Travel Claim	29-Jun-17	Convocations	8-Jun-17	8-Jun-17	Bridgewater	NS	Meals/Gas		\$ 50.00		\$ 42.56	\$ 92.56
Travel Claim	29-Jun-17	Convocations	9-Jun-17	9-Jun-17	Kentville	NS	Meals/Gas		\$ 35.00		\$ 30.05	\$ 65.05
Travel Claim	29-Jun-17	Convocations	12-Jun-17	12-Jun-17	Windsor St.	NS	Mileage	5				\$ 2.00
Travel Claim	29-Jun-17	Convocations	13-Jun-17	13-Jun-17	Windsor St.	NS	Mileage	5				\$ 2.00
Travel Claim	29-Jun-17	Convocations and Business Meeting	14-Jun-17	14-Jun-17	Windsor St./ Neptune Cr.	NS	Mileage/Tolls	34.2			\$ 2.00	\$ 15.68
Travel Claim	29-Jun-17	Convocations	15-Jun-17	16-Jun-17	Stellarton / Port Hawkesbury / Sydney	NS	Overnight/Meals		\$ 50.00		\$ 5.00	\$ 55.00
Travel Claim	29-Jun-17	Convocations	16-Jun-17	16-Jun-17	Sydney	NS	Meals/Gas		\$ 35.00		\$ 44.08	\$ 79.08
Travel Claim	29-Jun-17	College Meeting	17-Jun-17	18-Jun-17	Portland Street	NS	Tolls/Gas				\$ 37.61	\$ 37.61
Travel Claim	29-Jun-17	College Meeting	27-Jun-17	27-Jun-17	Oak Island	NS	Gas				\$ 20.57	\$ 20.57
Travel Claim	29-Jun-17	College Meeting	29-Jun-17	29-Jun-17	ALT Hotel, Halifax Airport	NS	Mileage/Parking	66.4			\$ 20.00	\$ 46.56
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Direct Billed	11-Jun-17	Convocations	5-Jun-17	11-Jun-17	Cumberland / Valley / Yarmouth	NS	Rental Car				\$ 325.96	\$ 325.96
Direct Billed	18-Jun-17	Convocations	14-Jun-17	18-Jun-17	Pictou, Strait, Marconi Convocations	NS	Rental Car				\$ 217.30	\$ 217.30
Direct Billed	28-Jun-17	College Meeting	27-Jun-17	28-Jun-17	Oak Island	NS	Rental Car				\$ 61.23	\$ 61.23
Direct Billed	18-Apr-17	Conference	24-May-17	26-May-17	Toronto	ON	Flights				\$ 398.84	\$ 398.84
Direct Billed	28-Aug-17	College Meeting	23-Aug-17	25-Aug-17	Oak Island	NS	Accommodations			\$ 457.70		\$ 457.70
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Travel Claim	6-Sep-17	College Meeting	5-Jul-17	5-Jul-17	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.00	\$ 11.60
Travel Claim	6-Sep-17	Business Meeting	7-Jul-17	7-Jul-17	Barrington Street	NS	Mileage	9.4				\$ 3.76
Travel Claim	6-Sep-17	College Meeting	7-Jul-17	7-Jul-17	Dalhousie University Club	NS	Mileage	11.4				\$ 4.56
Travel Claim	6-Sep-17	Business Meeting	13-Jul-17	13-Jul-17	Maritime Centre	NS	Mileage	9.6				\$ 3.84



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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	6-Sep-17	College Meeting	17-Jul-17	17-Jul-17	Kingstec Campus	NS	Gas				\$ 22.89	\$ 22.89
Travel Claim	6-Sep-17	Business Meeting	24-Jul-17	24-Jul-17	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	6-Sep-17	College Meeting / Tour	27-Jul-17	27-Jul-17	Barrington Street	NS	Mileage	9.4				\$ 3.76
Travel Claim	6-Sep-17	College Meeting	9-Aug-17	9-Aug-17	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	6-Sep-17	College Meeting	22-Aug-17	22-Aug-17	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	6-Sep-17	College Meeting	23-Aug-17	25-Aug-17	Oak Island	NS	Meals/Gas/Overnight		\$ 25.00		\$ 33.37	\$ 58.37
Travel Claim	6-Sep-17	College Meeting / Tour	29-Aug-17	29-Aug-17	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	6-Sep-17	College Event	30-Aug-17	30-Aug-17	Scotiabank Centre	NS	Mileage	8.6				\$ 3.44
Travel Claim	6-Sep-17	Conference	5-Sep-17	5-Sep-17	Halifax Central Library	NS	Mileage	5.8				\$ 2.32
Travel Claim	6-Sep-17	Business Event	6-Sep-17	6-Sep-17	WTCC	NS	Mileage	5.2				\$ 2.08
Reviewed by Internal Auditor: <i>Burke Spores</i>												
Credit Card	6-Sep-17	College Event	30-Aug-17	30-Aug-17	Scotiabank Centre	NS	Parking				\$ 20.00	\$ 20.00
Reviewed by Internal Auditor: <i>Burke Spores</i>												
Travel Claim	26-Sep-17	Business Meeting	7-Sep-17	7-Sep-17	Lakeside Park Drive	NS	Mileage	17.6				\$ 7.04
Travel Claim	26-Sep-17	College Meeting / Tour	14-Sep-17	15-Sep-17	Holland College	PE	Meals/Overnight/Hotel		\$ 50.00	\$ 189.52	\$ 5.00	\$ 244.52
Travel Claim	26-Sep-17	College Event	21-Sep-17	21-Sep-17	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	26-Sep-17	College Meeting	26-Sep-17	26-Sep-17	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Reviewed by Internal Auditor: <i>Burke Spores</i>												
Credit Card	6-Oct-17	Business Meeting	5-Sep-17	5-Sep-17	Halifax Central Library	NS	Parking				\$ 8.00	\$ 8.00
Credit Card	6-Oct-17	Business Meeting	7-Sep-17	7-Sep-17	Lakeside Park Drive	NS	Parking				\$ 7.00	\$ 7.00
Credit Card	6-Oct-17	Business Meeting	4-Oct-17	4-Oct-17	Inverness	NS	Gas				\$ 45.00	\$ 45.00
Reviewed by Internal Auditor: <i>Burke Spores</i>												
Credit Card	6-Nov-17	Business Meeting	4-Oct-17	5-Oct-17	Inverness	NS	Rental Car				\$ 50.88	\$ 50.88
Reviewed by Internal Auditor: <i>Burke Spores</i>												
Travel Claim	26-Oct-17	College Meeting	5-Oct-17	5-Oct-17	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	26-Oct-17	College Meeting	10-Oct-17	10-Oct-17	Barrington Street	NS	Mileage	9.4				\$ 3.76
Travel Claim	26-Oct-17	College Meeting	11-Oct-17	11-Oct-17	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	26-Oct-17	College Meeting	12-Oct-17	12-Oct-17	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	26-Oct-17	College Meeting	18-Oct-17	18-Oct-17	Wagmatcook	NS	Meals/Gas		\$ 35.00		\$ 52.50	\$ 87.50
Travel Claim	26-Oct-17	College Meeting	18-Oct-17	18-Oct-17	Wagmatcook	NS	Meals/Gas		\$ 15.00		\$ 66.34	\$ 81.34
Travel Claim	26-Oct-17	College Event	19-Oct-17	19-Oct-17	Truro Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	26-Oct-17	College Meeting	20-Oct-17	20-Oct-17	Ivany Campus	NS	Mileage/Tolls	32				\$ 1.04
Travel Claim	26-Oct-17	Business Meeting	24-Oct-17	24-Oct-17	Kempt Road	NS	Mileage	2.6				\$ 1.04
Travel Claim	26-Oct-17	College Meeting	25-Oct-17	25-Oct-17	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.00	\$ 11.60
Travel Claim	26-Oct-17	College Meeting	26-Oct-17	26-Oct-17	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Reviewed by Internal Auditor: <i>Burke Spores</i>												
Direct Billed	2-Nov-17	College Meeting	16-Oct-17	20-Oct-17	Kingstec/Wagmatcook/Truro	NS	Rental Car				\$ 244.90	\$ 244.90
Reviewed by Internal Auditor: <i>Burke Spores</i>												
Travel Claim	30-Nov-17	College Meeting	2-Nov-17	2-Nov-17	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.00	\$ 11.60
Travel Claim	30-Nov-17	Business Meeting	8-Nov-17	8-Nov-17	WTCC	NS	Mileage	9				\$ 3.60
Travel Claim	30-Nov-17	College Meetings	9-Nov-17	10-Nov-17	Sydney	NS	Mileage/Meals/Taxi/Tolls/Overnig	36.6	\$ 50.00		\$ 95.00	\$ 159.64
Travel Claim	30-Nov-17	College Meeting	23-Nov-17	23-Nov-17	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	30-Nov-17	College Meeting	24-Nov-17	24-Nov-17	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	30-Nov-17	Conference	25-Nov-17	27-Nov-17	Toronto	ON	Mileage/Meals/Hotel/Taxis	82.4	\$ 140.00	\$ 557.98	\$ 149.15	\$ 880.09
Travel Claim	30-Nov-17	College Meeting	30-Nov-17	30-Nov-17	Barrington Street	NS	Taxis				\$ 28.51	\$ 28.51
Reviewed by Internal Auditor: <i>Burke Spores</i>												
Travel Claim	19-Dec-17	Business Meeting	5-Dec-17	5-Dec-17	Cunard Centre	NS	Taxi				\$ 21.49	\$ 21.49
Travel Claim	19-Dec-17	College Meeting	7-Dec-17	7-Dec-17	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.00	\$ 11.60
Travel Claim	19-Dec-17	College Meeting	11-Dec-17	11-Dec-17	Barrington Street	NS	Mileage	9.6				\$ 3.84
Travel Claim	19-Dec-17	College Meeting	13-Dec-17	13-Dec-17	ALT Hotel, Halifax Airport	NS	Mileage/Tolls	66.4			\$ 2.00	\$ 28.56
Travel Claim	19-Dec-17	College Meeting	15-Dec-17	15-Dec-17	ALT Hotel, Halifax Airport	NS	Mileage/Tolls	66.4			\$ 2.00	\$ 28.56
Travel Claim	19-Dec-17	College Meeting	19-Dec-17	19-Dec-17	Summit Street	NS	Mileage/Tolls	24.4			\$ 2.00	\$ 11.76
Reviewed by Internal Auditor: <i>Burke Spores</i>												
Credit Card	6-Dec-17	Business Meeting	8-Nov-17	8-Nov-17	WTCC	NS	Parking				\$ 8.00	\$ 8.00



A. Burke, VP Academic - Travel Report (2017/2018)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card	6-Dec-17	Business Meeting	9-Nov-17	10-Nov-17	Sydney	NS	Hotel			\$ 141.93		\$ 141.93
Credit Card	6-Dec-17	College Event	21-Nov-17	21-Nov-17	Argyle Street	NS	Taxi				\$ 14.39	\$ 14.39
Credit Card	6-Dec-17	College Event	21-Nov-17	21-Nov-17	Argyle Street	NS	Taxi				\$ 14.57	\$ 14.57
Reviewed by Internal Auditor: <u>Bruce Spence</u>												
Credit Card	8-Jan-18	College Meeting	11-Dec-17	11-Dec-17	Spring Garden Road	NS	Parking				\$ 8.00	\$ 8.00
Credit Card	8-Jan-18	College Meeting	13-Dec-17	13-Dec-17	ALT Hotel, Halifax Airport	NS	Parking				\$ 15.00	\$ 15.00
Credit Card	8-Jan-18	College Meeting	15-Dec-17	15-Dec-17	ALT Hotel, Halifax Airport	NS	Parking				\$ 15.00	\$ 15.00
Reviewed by Internal Auditor: <u>Bruce Spence</u>												
Travel Claim	26-Jan-18	College Meeting	19-Jan-18	19-Jan-18	Aviation Institute	NS	Mileage/Tolls	28.8			\$ 2.00	\$ 13.52
Travel Claim	26-Jan-18	College Meeting	22-Jan-18	22-Jan-18	Maritime Centre	NS	Taxi				\$ 13.39	\$ 13.39
Travel Claim	26-Jan-18	College Meeting	24-Jan-18	24-Jan-18	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	26-Jan-18	College Meeting	26-Jan-18	26-Jan-18	Ivany Campus / Bedford	NS	Mileage/Tolls	68			\$ 2.00	\$ 29.20
Reviewed by Internal Auditor: <u>Bruce Spence</u>												
Credit Card	6-Feb-18	College Meeting	29-Jan-18	29-Jan-18	Coburg Road	NS	Taxi				\$ 30.07	\$ 30.07
Credit Card	6-Feb-18	Conference	3-Feb-18	3-Feb-18	Victoria (Hold for Hotel)	BC	Accommodations			\$ 221.43		\$ 221.43
Reviewed by Internal Auditor: <u>Bruce Spence</u>												



A. Burke, VP Academic - Hospitality Report (2017/2018)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card	6-Apr-17	Business Meeting	5-Apr-17	5-Apr-17	Windsor Street	NS	Receipted Meal		\$ 97.20			\$ 97.20
Reviewed by Internal Auditor: <i>Brian Spares</i>												
Credit Card	8-May-17	College Meeting	20-Apr-17	20-Apr-17	IT Campus	NS	Receipted Meal		\$ 41.65			\$ 41.65
Credit Card	8-May-17	College Meeting	4-May-17	4-May-17	IT Campus	NS	Receipted Meal		\$ 38.80			\$ 38.80
Reviewed by Internal Auditor: <i>Brian Spares</i>												
Travel Claim	5-May-17	Business Meeting	26-Apr-17	26-Apr-17	Maillard Street	NS	Receipted Meal		\$ 87.29			\$ 87.29
Reviewed by Internal Auditor: <i>Brian Spares</i>												
Travel Claim	26-May-17	College Meeting	10-May-17	10-May-17	St. Margaret's Bay Road	NS	Receipted Meal		\$ 95.22			\$ 95.22
Reviewed by Internal Auditor: <i>Brian Spares</i>												
Credit Card	6-Jul-17	College Meeting	17-Jun-17	17-Jun-17	Portlant Street	NS	Receipted Meal		\$ 151.43			\$ 151.43
Reviewed by Internal Auditor: <i>Brian Spares</i>												
Direct Billed	18-Jul-17	College Meetings	18-Jul-17	18-Jul-17	IT Campus	NS	Receipted Meal		\$ 41.07			\$ 41.07
Direct Billed	26-Jun-17	College Meeting	26-Jun-17	26-Jun-17	IT Campus	NS	Receipted Meal		\$ 887.50			\$ 887.50
Reviewed by Internal Auditor: <i>Brian Spares</i>												
Travel Claim (AA)	5-May-17	College Meeting	5-May-17	5-May-17	Kempt Road	NS	Receipted Meal		\$ 138.06			\$ 138.06
Reviewed by Internal Auditor: <i>Brian Spares</i>												
Travel Claim (AA)	30-Jun-17	College Meeting	21-Jun-17	21-Jun-17	IT Campus	NS	Receipted Meal		\$ 134.33			\$ 134.33
Reviewed by Internal Auditor: <i>Brian Spares</i>												
Direct Billed	24-May-17	College Meeting	18-May-17	18-May-17	IT Campus	NS	Receipted Meal		\$ 20.83			\$ 20.83
Direct Billed	19-Apr-17	College Meeting	13-Apr-17	13-Apr-17	Cromarty Drive	NS	Receipted Meal		\$ 1,112.65			\$ 1,112.65
Reviewed by Internal Auditor: <i>Brian Spares</i>												
Direct Billed	23-Nov-17	Business Meeting	23-Nov-17	23-Nov-17	Ivany Campus	NS	Receipted Meal		\$ 262.20			\$ 262.20
Reviewed by Internal Auditor: <i>Brian Spares</i>												
Travel Claim	30-Nov-17	College Meeting	24-Nov-17	24-Nov-17	IT Campus	NS	Receipted Meal		\$ 17.27			\$ 17.27
Reviewed by Internal Auditor: <i>Brian Spares</i>												
Credit Card	6-Dec-17	Business Event	5-Dec-17	5-Dec-17	Marginal Road	NS	Receipted Meal		\$ 190.00			\$ 190.00
Credit Card	6-Dec-17	College Meeting	24-Nov-17	24-Nov-17	Ivany Campus	NS	Receipted Meal		\$ 882.34			\$ 882.34
Reviewed by Internal Auditor: <i>Brian Spares</i>												
Credit Card	6-Feb-18	College Meeting	8-Jan-18	8-Jan-18	IT Campus	NS	Receipted Meal		\$ 44.40			\$ 44.40
Reviewed by Internal Auditor: <i>Brian Spares</i>												