



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>												



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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	6-Sep-18	College Meeting	10-Aug-18	10-Aug-18	Antigonish	NS	Rental Car/Fuel			\$ 111.28	\$ 111.28	\$ 111.28
Credit Card	6-Sep-18	College Meeting	20-Aug-18	21-Aug-18	Charlottetown	PEI	Accomodations/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: <u>Ben Spence</u>												
Direct Billed	22-Aug-18	College Meeting	22-Aug-18	24-Aug-18	Digby	NS	Accomodations			\$ 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: <u>Ben Spence</u>												