

A. Burke - VP College Services & Strategy, Travel Report (2023-Current)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card	6-Apr-23	Conference	8-May-23	11-May-23	Toronto	ON	Accommodations (Deposit)			\$ 358.44		\$ 358.44
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Expense Claim	27-Apr-23	Board Meeting	19-Apr-23	20-Apr-23	Sydney	NS	Meals/Incidentals		\$ 60.00		\$ 5.00	\$ 65.00
Expense Claim	27-Apr-23	Conference	24-Apr-23	26-Apr-23	Montreal	QC	Meals/Incidentals		\$ 75.00		\$ 10.00	\$ 85.00
Expense Claim	27-Apr-23	College Event	27-Apr-23	27-Apr-23	South Park Street	NS	Mileage	10				\$ 5.70
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Credit Card	8-May-23	Board Meeting	19-Apr-23	20-Apr-23	Sydney	NS	Rental Car/Fuel/Accommodations			\$ 174.78	\$ 329.21	\$ 503.99
Credit Card	8-May-23	Conference	24-Apr-23	26-Apr-23	Montreal	QC	Airfare/Taxis/Accommodations			\$ 806.83	\$ 614.86	\$ 1,421.69
Credit Card	8-May-23	College Event	27-Apr-23	27-Apr-23	South Park Street	NS	Parking				\$ 6.00	\$ 6.00
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Expense Claim	26-May-23	College Meeting	4-May-23	4-May-23	Akerley Campus	NS	Mileage	24				\$ 13.68
Expense Claim	26-May-23	Conference	8-May-23	11-May-23	Toronto	ON	Meals/Incidentals		\$ 145.00		\$ 15.00	\$ 160.00
Expense Claim	26-May-23	College Meeting	24-May-23	25-May-23	Truro	NS	Incidentals/Tolls				\$ 7.00	\$ 7.00
Expense Claim	26-May-23	College Meeting	26-May-23	26-May-23	Ivany Campus	NS	Tolls				\$ 2.50	\$ 2.50
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Credit Card	6-Jun-23	Conference	8-May-23	11-May-23	Toronto	ON	Taxis/Accommodations			\$ 737.55	\$ 311.65	\$ 1,049.20
Credit Card	6-Jun-23	Conference	24-Jun-23	29-Jun-23	Niagara Falls	ON	Airfare			\$ 1,207.09		\$ 1,207.09
Credit Card	6-Jun-23	College Meeting	24-May-23	25-May-23	Truro	NS	Accommodations/Fuel/Rental Car			\$ 148.35	\$ 177.47	\$ 325.82
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Credit Card	6-Jul-23	College Meeting	5-Jun-23	7-Jun-23	Antigonish	NS	Accommodations/Fuel/Rental Car			\$ 217.35	\$ 327.90	\$ 545.25
Credit Card	6-Jul-23	Conference	24-Jun-23	29-Jun-23	Niagara Falls	ON	Taxis/Rental Car/Fuel				\$ 450.07	\$ 450.07
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Expense Claim	29-Jun-23	College Meeting	5-Jun-23	7-Jun-23	Antigonish	NS	Incidentals/Meals		\$ 40.00		\$ 10.00	\$ 50.00
Expense Claim	29-Jun-23	Convocations	15-Jun-23	16-Jun-23	Halifax	NS	Mileage	12				\$ 6.84
Expense Claim	29-Jun-23	College Meeting	21-Jun-23	21-Jun-23	Ivany Campus	NS	Mileage/Tolls	28			\$ 2.50	\$ 18.46
Expense Claim	29-Jun-23	Conference	24-Jun-23	29-Jun-23	Niagara Falls	ON	Incidentals/Meals		\$ 115.00		\$ 25.00	\$ 140.00
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Credit Card	7-Aug-23	Conference	24-Jun-23	29-Jun-23	Niagara Falls	ON	Tolls				\$ 19.25	\$ 19.25
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Credit Card	6-Sep-23	Conference	7-Oct-23	16-Oct-23	Chicago	IL	Airfare				\$ 1,583.64	\$ 1,583.64
Credit Card	6-Sep-23	Conference	24-Jun-23	29-Jun-23	Niagara Falls	ON	Tolls				\$ 19.22	\$ 19.22
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Expense Claim	26-Sep-23	College Meeting	8-Sep-23	8-Sep-23	Grafton St., Halifax	NS	Mileage	10				\$ 5.70
Expense Claim	26-Sep-23	College Meeting	11-Sep-23	11-Sep-23	Grafton St., Halifax	NS	Mileage	10				\$ 5.70
Expense Claim	26-Sep-23	College Meeting	26-Sep-23	26-Sep-23	Grafton St., Halifax	NS	Mileage	10				\$ 5.70
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Credit Card	6-Oct-23	College Meeting	26-Sep-23	26-Sep-23	Grafton St., Halifax	NS	Parking				\$ 24.50	\$ 24.50
Credit Card	6-Oct-23	Conference	7-Oct-23	16-Oct-23	Chicago	IL	Insurance				\$ 46.50	\$ 46.50
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Credit Card	6-Nov-23	Conference	7-Oct-23	16-Oct-23	Chicago	IL	Taxis				\$ 202.01	\$ 202.01
Credit Card	6-Nov-23	Conference	25-Nov-23	28-Nov-23	Toronto	ON	Airfare				\$ 881.64	\$ 881.64
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Expense Claim	18-Oct-23	Conference	7-Oct-23	16-Oct-23	Chicago	IL	Meals/Incidentals/Mileage/Hotel/Parking	80	\$ 518.87	\$ 4,030.28	\$ 163.33	\$ 4,758.08
Expense Claim	18-Oct-23	College Event	18-Oct-23	18-Oct-23	Halifax	NS	Mileage	10				\$ 5.70
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Credit Card	6-Dec-23	Conference	25-Nov-23	28-Nov-23	Toronto	ON	Hotel/Airfare Credit			\$ 305.10	\$ (620.59)	\$ (315.49)
Credit Card	6-Dec-23	College Meeting	16-Nov-23	17-Nov-23	Ivany Campus	NS	Taxis				\$ 103.62	\$ 103.62
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Expense Claim	7-Nov-23	College Meeting	7-Nov-23	7-Nov-23	Ivany Campus	NS	Mileage/Tolls	28			\$ 2.50	\$ 18.46
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Credit Card	8-Jan-24	College Meeting	14-Dec-23	14-Dec-23	Ivany Campus	NS	Taxis				\$ 56.82	\$ 56.82
Reviewed by Internal Auditor: <i>Burke Spence</i>												



A. Burke - VP College Services & Strategy, Hospitality Report (2023-Current)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	Meals	Other	Total
Credit Card	7-Aug-23	NSCC Meeting	14-Jul-23	14-Jul-23	Halifax	NS	Lunch	\$ 54.20		\$ 54.20
Reviewed by Internal Auditor:		<i>Burke Spence</i>								
Credit Card	6-Nov-23	Conference - Business Meeting	7-Oct-23	16-Oct-23	Chicago	IL	Coffee	\$ 17.54		\$ 17.54
Reviewed by Internal Auditor:		<i>Burke Spence</i>								