



# A. Burke - VP College Services, Travel Report (2022-Current)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Expense Claim	28-Jun-22	Business Event	24-Jun-22	28-Jun-22	Kakeside Road, Morell	PE	Mileage/Incidentals/Meals/Tolls	722	\$ 110.00		\$ 70.25	\$ 548.47
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Expense Claim	13-Sep-22	Conference	7-Sep-22	7-Sep-22	Upper Water Street, Halifax	NS	Mileage	9				\$ 4.59
Expense Claim	13-Sep-22	College Meeting	9-Sep-22	9-Sep-22	Vernon Street, Halifax	NS	Mileage	8				\$ 4.08
Expense Claim	13-Sep-22	College Meeting	13-Sep-22	13-Sep-22	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.50	\$ 14.74
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Expense Claim	28-Oct-22	Business Event	5-Oct-22	5-Oct-22	Windsor Steet, Halifax	NS	Mileage	9				\$ 4.59
Expense Claim	28-Oct-22	Fall Convocation	6-Oct-22	6-Oct-22	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.50	\$ 14.74
Expense Claim	28-Oct-22	College Meeting	11-Oct-22	13-Oct-22	Digby	NS	Mileage/Meals/Incidentals	460	\$ 85.00		\$ 10.00	\$ 329.60
Expense Claim	28-Oct-22	College Meeting	19-Oct-22	19-Oct-22	Grafton Street, Halifax	NS	Mileage	10				\$ 5.10
Expense Claim	28-Oct-22	Business Meeting	27-Oct-22	28-Oct-22	Robie Street, Halifax	NS	Mileage	22				\$ 11.22
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Expense Claim	28-Nov-22	Business Dinner	22-Nov-22	22-Nov-22	Argyle Street, Halifax	NS	Mileage	10				\$ 5.10
Expense Claim	28-Nov-22	College Meeting	28-Nov-22	28-Nov-22	Ivany Campus	NS	Mileage/Tolls	28			\$ 2.50	\$ 16.78
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Credit Card	7-Nov-22	College Meeting	11-Oct-22	13-Oct-22	Digby	NS	Accommodations			\$ 600.30		\$ 600.30
Credit Card	7-Nov-22	College Meeting	19-Oct-22	19-Oct-22	Grafton Street, Halifax	NS	Parking				\$ 28.50	\$ 28.50
Credit Card	7-Nov-22	Board Meeting	20-Oct-22	20-Oct-22	Annapolis Valley Campus	NS	Fuel for Rental Car				\$ 43.18	\$ 43.18
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Direct Billed	21-Oct-22	Board Meeting	20-Oct-22	20-Oct-22	Annapolis Valley Campus	NS	Rental Car				\$ 43.18	\$ 43.18
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Credit Card	6-Dec-22	Business Event	22-Nov-22	22-Nov-22	Grafton Street, Halifax	NS	Parking				\$ 14.00	\$ 14.00
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Expense Claim	15-Dec-22	College Meeting	5-Dec-22	5-Dec-22	Ivany Campus	NS	Mileage/Tolls	28			\$ 2.50	\$ 16.78
Expense Claim	15-Dec-22	Business Event	6-Dec-22	6-Dec-22	Grafton Street, Halifax	NS	Mileage/Parking	10			\$ 14.00	\$ 19.10
Expense Claim	15-Dec-22	College Meeting	12-Dec-22	12-Dec-22	Ivany Campus	NS	Mileage/Tolls	28			\$ 2.50	\$ 16.78
Expense Claim	15-Dec-22	Board Meeting	14-Dec-22	15-Dec-22	Akerley Campus	NS	Mileage/Tolls	48			\$ 5.00	\$ 29.48
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Credit Card	6-Feb-23	College Meeting	2-Feb-23	2-Feb-23	Cumberland Campus (Amherst)	NS	Fuel for Rental Car/Rental Car				\$ 99.72	\$ 99.72
Reviewed by Internal Auditor: <i>Burke Spence</i>												
Expense Claim	28-Feb-23	College Meeting	22-Feb-23	22-Feb-23	Granville Street, Halifax	NS	Mileage	9				\$ 4.59
Expense Claim	28-Feb-23	Conference	21-Apr-23	27-Apr-23	Montreal	QC	Airfare				\$ 547.67	\$ 547.67
Reviewed by Internal Auditor: <i>Burke Spence</i>												



## A. Burke - VP College Services, Hospitality Report (2022-Current)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	Meals	Other	Total
Credit Card	7-Nov-22	Business Event	6-Dec-22	6-Dec-22	Argyle Street, Halifax	NS	Event Table (10 people)	\$ 1,250.00		\$ 1,250.00
Reviewed by Internal Auditor:		<i>Bruce Spores</i>								
Credit Card	6-Feb-23	College Meeting	3-Feb-23	3-Feb-23	IT Campus	NS	Catering	\$ 69.40		\$ 69.40
Reviewed by Internal Auditor:		<i>Bruce Spores</i>								