



C MacLean, VP Campuses & Communities - 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	26-May-17	College Meetings	3-Apr-17	3-Apr-17	Aviation Institute (Dartmouth)	NS	Mileage	32				\$ 12.80
Travel Claim	26-May-17	College Meetings and Business Meetings	6-Apr-17	7-Apr-17	Amherst	NS	Mileage/Tolls	396			\$ 8.00	\$ 166.40
Travel Claim	26-May-17	Business Meetings	30-Apr-17	2-May-17	Ottawa	ON	Meals/Overnight/Mileage/Park/Accom	150	\$ 145.00	\$ 1,112.68	\$ 71.20	\$ 1,388.88
Travel Claim	26-May-17	Business Meetings	11-May-17	11-May-17	Stellarton	NS	Mileage	324				\$ 129.60
Travel Claim	26-May-17	Business Meetings	15-May-17	15-May-17	Port Hawkesbury	NS	Mileage	550				\$ 220.00
Travel Claim	26-May-17	College Meetings	16-May-17	16-May-17	Dartmouth	NS	Mileage	32				\$ 12.80
Travel Claim	26-May-17	College Meetings	18-May-17	18-May-17	Truro	NS	Mileage	198				\$ 79.20
Travel Claim	26-May-17	Business Meetings	21-May-17	21-May-17	Waterville	NS	Mileage	238				\$ 95.20
Travel Claim	26-May-17	Foundation Event	26-May-17	26-May-17	Middleton	NS	Mileage	242				\$ 96.80
Reviewed by Internal Auditor: <u>Bruce Sparks</u>												
Credit Card	8-May-17	College Meetings and Business Meetings	6-Apr-17	7-Apr-17	Amherst	NS	Accommodation			\$ 145.91		\$ 145.91
Credit Card	8-May-17	Business Meetings	28-Apr-17	2-May-17	Ottawa	ON	Baggage Fees				\$ 57.50	\$ 57.50
Reviewed by Internal Auditor: <u>Bruce Sparks</u>												
Travel Claim	30-Jun-17	College Meetings	1-Jun-17	1-Jun-17	Truro	NS	Mileage	198				\$ 79.20
Travel Claim	30-Jun-17	College Meetings	5-Jun-17	5-Jun-17	Middleton	NS	Mileage	266				\$ 106.40
Travel Claim	30-Jun-17	Convocation	6-Jun-17	6-Jun-17	Amherst	NS	Mileage/Tolls	386			\$ 4.00	\$ 158.40
Travel Claim	30-Jun-17	Convocation	7-Jun-17	8-Jun-17	Middleton, Shelburne, Yarmouth	NS	Mileage/Meals/Accom/Overnight	658	\$ 50.00	\$ 146.05	\$ 5.00	\$ 464.25
Travel Claim	30-Jun-17	Convocation	9-Jun-17	9-Jun-17	Kentville	NS	Mileage	202				\$ 80.80
Travel Claim	30-Jun-17	Business Meetings	11-Jun-17	11-Jun-17	Halifax (Saturday)	NS	Mileage	212				\$ 84.80
Travel Claim	30-Jun-17	Convocation	15-Jun-17	16-Jun-17	Port Hawkesbury and Sydney	NS	Mileage/Meals/Accom/Overnight/Park	33	\$ 50.00	\$ 141.93	\$ 19.95	\$ 225.08
Travel Claim	30-Jun-17	College Meetings	21-Jun-17	21-Jun-17	Middleton	NS	Mileage	308				\$ 123.20
Travel Claim	30-Jun-17	Teaching/Business Meetings	25-Jun-17	30-Jun-17	Trips to Truro/Oak Island/Dartmouth	NS	Mileage/Accommodations	981		\$ 511.75		\$ 904.15
Reviewed by Internal Auditor: <u>Bruce Sparks</u>												
Credit Card	6-Jun-17	Business Meetings	15-May-17	16-May-17	Port Hawkesbury	NS	Accommodations			\$ 97.68		\$ 97.68
Credit Card	6-Jun-17	Business Meetings	26-May-17	26-May-17	World Trade & Convention Centre	NS	Parking				\$ 11.00	\$ 11.00
Reviewed by Internal Auditor: <u>Bruce Sparks</u>												
Travel Claim	17-Jul-17	College Meetings	12-Jul-17	12-Jul-17	Lawrencetown	NS	Mileage/Meals	200	\$ 15.00			\$ 95.00
Travel Claim	17-Jul-17	College Meetings	17-Jul-17	17-Jul-17	Kentville	NS	Mileage	204				\$ 81.60
Reviewed by Internal Auditor: <u>Bruce Sparks</u>												
Direct Invoice	28-Aug-17	College Meetings	23-Aug-17	25-Aug-17	Oak Island	NS	Accommodations			\$ 457.70		\$ 457.70
Reviewed by Internal Auditor: <u>Bruce Sparks</u>												
Travel Claim	12-Sep-17	Convocation	17-Aug-17	17-Aug-17	Truro	NS	Mileage	198				\$ 79.20
Travel Claim	12-Sep-17	College Meetings	23-Aug-17	25-Aug-17	Western Shore	NS	Mileage	58				\$ 23.20
Travel Claim	12-Sep-17	College Meetings	31-Aug-17	31-Aug-17	Dartmouth	NS	Mileage	24				\$ 9.60
Travel Claim	12-Sep-17	College Meetings	1-Sep-17	1-Sep-17	Kentville	NS	Mileage	216				\$ 86.40
Travel Claim	12-Sep-17	College Meetings	7-Sep-17	7-Sep-17	Stellarton	NS	Mileage	324				\$ 129.60
Travel Claim	12-Sep-17	College Meetings	8-Sep-17	8-Sep-17	Middleton	NS	Mileage	212				\$ 84.80
Travel Claim	12-Sep-17	College Meetings	12-Sep-17	12-Sep-17	Kentville	NS	Mileage	204				\$ 81.60
Reviewed by Internal Auditor: <u>Bruce Sparks</u>												
Travel Claim	26-Oct-17	College Meetings	5-Oct-17	5-Oct-17	Lunenburg/Shelburne	NS	Mileage	228				\$ 91.20
Travel Claim	26-Oct-17	College Meetings	16-Oct-17	16-Oct-17	Kingstec	NS	Mileage	214				\$ 85.60
Travel Claim	26-Oct-17	College Meetings	17-Oct-17	18-Oct-17	New Glasgow/Wagmatook/Bridgewater	NS	Mileage/Accom/Overnight/meals	757	\$ 50.00	\$ 138.91	\$ 5.00	\$ 496.71
Travel Claim	26-Oct-17	College Meetings	19-Oct-17	19-Oct-17	Shelburne/Burridge/Lunenburg	NS	Mileage	419	\$ 40.00			\$ 207.60
Travel Claim	26-Oct-17	College Meetings	24-Oct-17	24-Oct-17	Pictou	NS	Mileage	324				\$ 129.60
Travel Claim	26-Oct-17	College Meetings	24-Oct-17	24-Oct-17	Ivany Campus, Dartmouth	NS	Mileage	16				\$ 6.40
Reviewed by Internal Auditor: <u>Bruce Sparks</u>												



C. MacLean, VP Campuses & Communities - Hospitality Report (2017/2018)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	26-May-17	Foundation Meeting	26-May-17	26-May-17	Middleton	NS	Receipted Meal		\$ 52.63			\$ 52.63
Reviewed by Internal Auditor:		<i>Sam Spores</i>										
Travel Claim	30-Jun-17	College Meetings	30-Jun-17	30-Jun-17	Truro	NS	Receipted Meal		\$ 35.65			\$ 35.65
Reviewed by Internal Auditor:		<i>Sam Spores</i>										
Travel Claim	12-Sep-17	College Meetings	7-Sep-17	7-Sep-17	Stellarton	NS	Receipted Meal		\$ 47.52			\$ 47.52
Reviewed by Internal Auditor:		<i>Sam Spores</i>										
F. Lockington's Credit Card	6-Nov-17	Business Meetings	17-Oct-17	17-Oct-17	Stellarton	NS	Receipted Meal		\$103.50			\$103.50
Reviewed by Internal Auditor:		<i>Sam Spores</i>										