



L. Hartwell - VP Campuses & Communities - Travel Report (2024 - current)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card Reviewed by Internal Auditor:	8-Apr-24	Conference	15-Jun-24	20-Jun-24	Virginia Beach	VA	Accommodations			\$ 530.87		\$ 530.87
Credit Card Reviewed by Internal Auditor:	6-May-24	College Meetings	30-Apr-24	01-May-24	Sydney	NS	Accommodations			\$ 156.35		\$ 156.35
Expense Claim Reviewed by Internal Auditor:	23-May-24	College Meetings	30-Apr-24	01-May-24	Sydney	NS	Mileage/Meals/Overnight Incidentals	804	\$ 40.00		\$ 5.00	\$ 511.32
Expense Claim Reviewed by Internal Auditor:	23-May-24	College Meetings	23-May-24	23-May-24	Truro	NS	Mileage	180				\$ 104.40
Credit Card Reviewed by Internal Auditor:	8-Jul-24	Conference	15-Jun-24	20-Jun-24	Virginia Beach	VA	Accommodations/Parking			\$ 1,622.02	\$ 56.29	\$ 1,678.31
Expense Claim Reviewed by Internal Auditor:	8-Jul-24	Conference	15-Jun-24	20-Jun-24	Virginia Beach	VA	Mileage/Meals/Overnight Incidentals/Car Rental	100	\$ 407.84		\$ 496.90	\$ 962.74
Expense Claim Reviewed by Internal Auditor:	8-Jul-24	College Meetings	08-Jul-24	09-Jul-24	Yarmouth	NS	Meals/Overnight Incidentals		\$ 40.00		\$ 5.00	\$ 45.00
Credit Card Reviewed by Internal Auditor:	6-Aug-24	College Meetings	08-Jul-24	09-Jul-24	Yarmouth	NS	Accommodations/Fuel/Car Rental			\$ 212.45	\$ 560.62	\$ 773.07
Expense Claim (D. Simlett) Reviewed by Internal Auditor:	20-Sep-24	College Meetings	30-Aug-24	30-Aug-24	Stellarton	NS	Mileage	302				\$ 175.16
Direct Invoice Reviewed by Internal Auditor:	24-Sep-24	College Meetings	23-Sep-24	23-Sep-24	Bridgewater	NS	Car Rental				\$ 96.37	\$ 96.37
Expense Claim (D. Simlett) Reviewed by Internal Auditor:	4-Oct-24	College Meetings	04-Oct-24	04-Oct-24	Amherst	NS	Mileage	370				\$ 214.60
Credit Card Reviewed by Internal Auditor:	6-Nov-24	College Meetings	31-Oct-24	02-Nov-24	Port Hawkesbury/Sydney	NS	Accommodations			\$ 312.70		\$ 312.70
Expense Claim Reviewed by Internal Auditor:	2-Nov-24	College Meetings	31-Oct-24	02-Nov-24	Port Hawkesbury/Sydney	NS	Mileage/Meals/Overnight Incidentals	778	\$ 25.00		\$ 10.00	\$ 486.24
Expense Claim (D. Simlett) Reviewed by Internal Auditor:	25-Nov-24	College Meetings	25-Nov-24	25-Nov-24	Middleton	NS	Mileage	310				\$ 179.80