



## M. Foster, VP College Services - 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	3-May-17	Business Meeting	6-Apr-17	6-Apr-17	Port Authority	NS	Mileage and Parking	11			\$ 4.00	\$ 8.40
Travel Claim	3-May-17	College Event	7-Apr-17	7-Apr-17	Waterfront Campus	NS	Mileage and Bridge	32			\$ 1.00	\$ 13.80
Travel Claim	3-May-17	College Meeting	10-Apr-17	10-Apr-17	Windmill Rd	NS	Mileage	9				\$ 3.60
Travel Claim	3-May-17	Business Meetings	10-Apr-17	10-Apr-17	Spring Garden Road and Portland St	NS	Mileage, Parking and Bridge	17			\$ 15.00	\$ 21.80
Travel Claim	3-May-17	College Event	12-Apr-17	12-Apr-17	Akerley Campus	NS	Mileage and Bridge	24			\$ 1.00	\$ 10.60
Travel Claim	3-May-17	Business Meeting	13-Apr-17	13-Apr-17	Lower Water Street	NS	Mileage and Parking	9			\$ 3.00	\$ 6.60
Travel Claim	3-May-17	Business Meeting	18-Apr-17	18-Apr-17	Portland St.	NS	Mileage, Parking and Bridge	11			\$ 4.00	\$ 8.40
Travel Claim	3-May-17	Business Event	19-Apr-17	19-Apr-17	Pier 21	NS	Mileage	12				\$ 4.80
Travel Claim	3-May-17	College Meeting and Event	25-Apr-17	25-Apr-17	Waterfront Campus	NS	Mileage and Bridge	32			\$ 1.00	\$ 13.80
Travel Claim	3-May-17	Business Meeting	28-Apr-17	28-Apr-17	Lower Water Street	NS	Mileage and Parking	9			\$ 6.00	\$ 9.60
Travel Claim	3-May-17	Conference	29-Apr-17	3-May-17	Ottawa	Ont	Mileage, Accom, Meals, Taxis, Bag Fees	100	\$ 160.00	\$ 1,112.68	\$ 158.59	\$ 1,471.27
Reviewed by Internal Auditor: <u>Bruce Sparks</u>												
Travel Claim	31-May-17	College Meeting	9-May-17	9-May-17	Windmill Rd	NS	Mileage and Bridge	9			\$ 1.00	\$ 4.60
Travel Claim	31-May-17	Business Meeting	11-May-17	11-May-17	Portland St.	NS	Mileage, Parking and Bridge	11			\$ 7.00	\$ 11.40
Travel Claim	31-May-17	Business Event	26-May-17	26-May-17	WTCC	NS	Mileage and Parking	9			\$ 11.00	\$ 14.60
Travel Claim	31-May-17	College Meeting	29-May-17	29-May-17	Windmill Rd	NS	Mileage and Bridge	9			\$ 1.00	\$ 4.60
Reviewed by Internal Auditor: <u>Bruce Sparks</u>												
Travel Claim	16-Jun-17	College Event	1-Jun-17	1-Jun-17	Truro	NS	Mileage and Bridge	190			\$ 1.00	\$ 77.00
Travel Claim	16-Jun-17	Business Meeting	5-Jun-17	5-Jun-17	Portland St.	NS	Mileage, Parking and Bridge	11			\$ 4.00	\$ 8.40
Travel Claim	16-Jun-17	Convocations	6-Jun-17	6-Jun-17	Springhill and Truro	NS	Meals and Cobiquid Pass		\$ 50.00		\$ 4.00	\$ 54.00
Travel Claim	16-Jun-17	Convocations	7-Jun-17	7-Jun-17	Middleton, Shelburne and Yarmouth	NS	Meals, Accom. and Overnight		\$ 50.00	\$ 156.40	\$ 5.00	\$ 211.40
Travel Claim	16-Jun-17	Convocations	8-Jun-17	8-Jun-17	Bridgewater and Halifax	NS	Mileage and Meals	50	\$ 50.00			\$ 70.00
Travel Claim	16-Jun-17	Convocations	9-Jun-17	9-Jun-17	Kentville	NS	Mileage and Meals	184	\$ 35.00			\$ 108.60
Travel Claim	16-Jun-17	Conference	10-Jun-17	14-Jun-17	Ottawa	Ont	Mileage, Accom, Meals, Taxis, Bag Fees	100	\$ 90.00	\$ 1,140.00	\$ 154.31	\$ 1,424.31
Travel Claim	16-Jun-17	Business Meeting	14-Jun-17	14-Jun-17	Business Meeting	NS	Mileage and Parking	12			\$ 4.00	\$ 8.80
Travel Claim	16-Jun-17	Convocations	15-Jun-17	15-Jun-17	Stellerton, Port Hawkesbury and Sydney	NS	Mileage, Accom, Parking, Taxi, Parking	25	\$ 50.00	\$ 141.93	\$ 19.95	\$ 221.88
Travel Claim	16-Jun-17	Convocations	16-Jun-17	16-Jun-17	Halifax	NS	Mileage, Meals	25	\$ 25.00		\$ 8.40	\$ 43.40
Reviewed by Internal Auditor: <u>Bruce Sparks</u>												
Travel Claim	26-Jul-17	Business Meeting	20-Jun-17	20-Jun-17	Downtown Dartmouth	NS	Mileage	12			\$ 1.00	\$ 5.80
Travel Claim	26-Jul-17	Business Meeting	23-Jul-17	23-Jul-17	Argyle St	NS	Mileage and Parking	10			\$ 8.00	\$ 12.00
Travel Claim	26-Jul-17	Faculty for CICan PD	24-Jun-17	29-Jun-17	Western Shore	NS	Mileage, Meals, Overnight	260	\$ 60.00		\$ 25.00	\$ 189.00
Travel Claim	26-Jul-17	College Meetings	5-Jul-17	5-Jul-17	Akerley Campus	NS	Mileage	16				\$ 6.40
Travel Claim	26-Jul-17	Business Meeting	5-Jul-17	5-Jul-17	Portland St.	NS	Mileage, Parking and Bridge	12			\$ 3.50	\$ 8.30
Travel Claim	26-Jul-17	College Meeting	7-Jul-17	7-Jul-17	Young St	NS	Mileage	3				\$ 1.20
Travel Claim	26-Jul-17	Business Meeting	10-Jul-17	10-Jul-17	St. Mary's University	NS	Mileage	12				\$ 4.80
Travel Claim	26-Jul-17	Business Meeting	12-Jul-17	12-Jul-17	Barrington St	NS	Mileage and Parking	10			\$ 5.00	\$ 9.00
Travel Claim	26-Jul-17	Business Meeting	17-Jul-17	17-Jul-17	Portland St.	NS	Mileage, Parking and Bridge	12			\$ 8.00	\$ 12.80
Travel Claim	26-Jul-17	Business Meeting	19-Jul-17	19-Jul-17	Portland St.	NS	Mileage and Bridge	12			\$ 1.00	\$ 5.80
Reviewed by Internal Auditor: <u>Bruce Sparks</u>												
Travel Claim	31-Aug-17	Business Meeting	28-Jul-17	28-Jul-17	Downtown Dartmouth	NS	Mileage and Bridge	11			\$ 1.00	\$ 5.40
Travel Claim	31-Aug-17	Business Meeting	18-Aug-17	18-Aug-17	Waterfront Campus	NS	Mileage and Bridge	32			\$ 2.00	\$ 14.80
Travel Claim	31-Aug-17	College Event	22-Aug-17	22-Aug-17	Waterfront Campus	NS	Mileage and Bridge	32			\$ 1.00	\$ 13.80
Travel Claim	31-Aug-17	College Meetings	23-Aug-17	25-Aug-17	Western Shore	NS	Mileage, Meals, Overnight	193	\$ 40.00		\$ 10.00	\$ 127.20
Direct Bill	31-Aug-17	College Meetings	23-Aug-17	25-Aug-17	Western Shore	NS	Accommodations			\$ 457.70		\$ 457.70
Reviewed by Internal Auditor: <u>Bruce Sparks</u>												
Invoice	31-Aug-17	College Meeting	26-Jul-17	26-Jul-17	Lower Water St, Halifax	NS	Taxi				\$ 12.00	\$ 12.00
Invoice	31-Aug-17	College Meeting	26-Jul-17	26-Jul-17	IT Campus	NS	Taxi				\$ 14.00	\$ 14.00
Invoice	31-Aug-17	Business Meeting	18-Aug-17	18-Aug-17	Ivany Campus	NS	Taxi				\$ 12.00	\$ 12.00
Invoice	31-Aug-17	Business Meeting	18-Aug-17	18-Aug-17	IT Campus	NS	Taxi				\$ 13.00	\$ 13.00
Invoice	31-Aug-17	Business Meeting	21-Aug-17	21-Aug-17	Hollis St, Halifax	NS	Taxi				\$ 13.13	\$ 13.13
Invoice	31-Aug-17	Business Meeting	21-Aug-17	21-Aug-17	IT Campus	NS	Taxi				\$ 15.20	\$ 15.20
Invoice	31-Aug-17	Business Meeting	25-Aug-17	25-Aug-17	Granville St, Halifax	NS	Taxi				\$ 12.50	\$ 12.50
Reviewed by Internal Auditor: <u>Bruce Sparks</u>												
Travel Claim	26-Sep-17	College Meeting	12-Sep-17	12-Sep-17	Windmill Road, Dartmouth	NS	Mileage and Bridge	15			\$ 2.00	\$ 8.00



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Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	26-Sep-17	Business Meeting	14-Sep-17	14-Sep-17	Portland St, Dartmouth	NS	Mileage and Bridge	11			\$ 2.00	\$ 6.40
Travel Claim	26-Sep-17	Business Meeting	18-Sep-17	18-Sep-17	Countryview Dr, Dartmouth	NS	Mileage and Bridge	18			\$ 2.00	\$ 9.20
Travel Claim	26-Sep-17	College Meeting	20-Sep-17	20-Sep-17	Parker Street, Dartmouth	NS	Mileage and Bridge	25			\$ 1.00	\$ 11.00
Travel Claim	26-Sep-17	College Meeting	21-Sep-17	21-Sep-17	Ivany Campus	NS	Mileage and Bridge	25			\$ 1.00	\$ 11.00
Travel Claim	26-Sep-17	Business Meeting	21-Sep-17	21-Sep-17	Maritime Centre, Halifax	NS	Mileage and Parking	10			\$ 5.00	\$ 9.00
Travel Claim	26-Sep-17	Business Meeting	22-Sep-17	22-Sep-17	Barrington St, Halifax	NS	Mileage and Parking	8			\$ 8.00	\$ 11.20
Travel Claim	26-Sep-17	College Meeting	26-Sep-17	26-Sep-17	Ivany Campus	NS	Mileage and Bridge	32			\$ 1.00	\$ 13.80
Reviewed by Internal Auditor: <u>Bruce Spores</u>												
Travel Claim	28-Oct-17	Business Meeting	2-Oct-17	2-Oct-17	Hollis St, Halifax	NS	Mileage and Parking	10			\$ 8.00	\$ 12.00
Travel Claim	28-Oct-17	College Meeting	3-Oct-17	3-Oct-17	Windmill Road, Dartmouth	NS	Mileage and Bridge	8			\$ 1.00	\$ 4.20
Travel Claim	28-Oct-17	College Meeting	6-Oct-17	6-Oct-17	Truro Campus	NS	Mileage	181				\$ 72.40
Travel Claim	28-Oct-17	Business Meeting	11-Oct-17	11-Oct-17	Marginal Road, Halifax	NS	Mileage	12				\$ 4.80
Travel Claim	28-Oct-17	Business Meeting	12-Oct-17	12-Oct-17	Upper Water St. Halifax	NS	Mileage and Parking	11			\$ 6.00	\$ 10.40
Travel Claim	28-Oct-17	Business Meeting	17-Oct-17	17-Oct-17	One Government Place	NS	Mileage and Parking	5			\$ 8.00	\$ 10.00
Travel Claim	28-Oct-17	College Meeting	17-Oct-17	17-Oct-17	Ivany Campus, Windmill Rd, Dartmouth	NS	Mileage and Bridge	20			\$ 1.00	\$ 9.00
Travel Claim	28-Oct-17	College Meeting	19-Oct-17	19-Oct-17	Ivany Campus, Akerley Campus	NS	Mileage and Bridge	39			\$ 1.00	\$ 16.60
Travel Claim	28-Oct-17	Business Meeting	19-Oct-17	19-Oct-17	Franklyn St. Halifax	NS	Mileage	14				\$ 5.60
Travel Claim	28-Oct-17	Business Meeting	20-Oct-17	20-Oct-17	Franklyn St. Halifax	NS	Mileage	14				\$ 5.60
Travel Claim	28-Oct-17	College Meeting	25-Oct-17	25-Oct-17	Akerley Campus	NS	Mileage and Bridge	16			\$ 1.00	\$ 7.40
Travel Claim	28-Oct-17	College Meeting	26-Oct-17	26-Oct-17	Ivany Campus	NS	Mileage and Bridge	32			\$ 1.00	\$ 13.80
Travel Claim	28-Oct-17	Business Meeting	27-Oct-17	27-Oct-17	Portland St. Dartmouth	NS	Mileage, Bridge and Parking	11			\$ 8.50	\$ 12.90
Reviewed by Internal Auditor: <u>Bruce Spores</u>												
Travel Claim	28-Nov-17	College Meeting	2-Nov-17	2-Nov-17	Akerley Campus	NS	Mileage	22				\$ 8.80
Travel Claim	28-Nov-17	Business Meeting	6-Nov-17	6-Nov-17	Lower Water St, Halifax	NS	Mileage and Parking	11			\$ 6.00	\$ 10.40
Travel Claim	28-Nov-17	College Meeting	8-Nov-17	8-Nov-17	Akerley Campus	NS	Mileage and Bridge	11			\$ 1.00	\$ 5.40
Travel Claim	28-Nov-17	Business Meeting	8-Nov-17	8-Nov-17	Portland St. Dartmouth	NS	Mileage, Bridge and Parking	11			\$ 8.50	\$ 12.90
Travel Claim	28-Nov-17	College Meeting	9-Nov-17	9-Nov-17	Halifax Airport	NS	Mileage and Parking	48			\$ 12.00	\$ 31.20
Travel Claim	28-Nov-17	Business Meeting	15-Nov-17	15-Nov-17	Gottigen St, Halifax	NS	Mileage	5				\$ 2.00
Travel Claim	28-Nov-17	Business Meeting	16-Nov-17	16-Nov-17	Upper Water St. Halifax	NS	Mileage and Parking	11			\$ 9.00	\$ 13.40
Travel Claim	28-Nov-17	Business Meeting	17-Nov-17	17-Nov-17	Portland St. Dartmouth	NS	Mileage, Bridge and Parking	10			\$ 4.00	\$ 8.00
Travel Claim	28-Nov-17	Business Meeting	21-Nov-17	21-Nov-17	Portland St. Dartmouth	NS	Mileage, Bridge and Parking	10			\$ 2.50	\$ 6.50
Travel Claim	28-Nov-17	College Meeting	23-Nov-17	23-Nov-17	Ivany Campus	NS	Mileage and Bridge	32			\$ 2.00	\$ 14.80
Travel Claim	28-Nov-17	Business Meeting	23-Nov-17	23-Nov-17	Summer Street, Halifax	NS	Mileage and Parking	10			\$ 2.00	\$ 6.00
Travel Claim	28-Nov-17	Business Meeting	28-Nov-17	28-Nov-17	Marginal Road, Halifax	NS	Mileage	17				\$ 6.80
Reviewed by Internal Auditor: <u>Bruce Spores</u>												
Travel Claim	21-Dec-17	Business Meeting	5-Dec-17	5-Dec-17	Marginal Road, Halifax	NS	Mileage and Parking	12			\$ 7.00	\$ 11.80
Travel Claim	21-Dec-17	College Meeting	6-Dec-17	6-Dec-17	Windmill Road, Dartmouth	NS	Mileage and Bridge	8			\$ 1.00	\$ 4.20
Travel Claim	21-Dec-17	Business Meeting	7-Dec-17	7-Dec-17	Marginal Road, Halifax	NS	Mileage	12				\$ 4.80
Travel Claim	21-Dec-17	College Meeting	7-Dec-17	7-Dec-17	Akerley Campus	NS	Mileage and Bridge	22			\$ 1.00	\$ 9.80
Travel Claim	21-Dec-17	College Meeting	8-Dec-17	8-Dec-17	Ivany campus	NS	Mileage and Bridge	32			\$ 1.00	\$ 13.80
Travel Claim	21-Dec-17	Business Meeting	11-Dec-17	11-Dec-17	Portland Street, Dartmouth	NS	Mileage and Bridge	10			\$ 2.00	\$ 6.00
Travel Claim	21-Dec-17	College Meeting	13-Dec-17	13-Dec-17	Halifax Airport	NS	Mileage and Parking	48			\$ 12.00	\$ 31.20
Travel Claim	21-Dec-17	Business Meeting	15-Dec-17	15-Dec-17	Portland Street, Dartmouth	NS	Mileage, Bridge and Parking	10			\$ 2.00	\$ 6.00
Travel Claim	21-Dec-17	College Meeting	18-Dec-17	18-Dec-17	Kentville	NS	Mileage and Meals	184	\$ 10			\$ 83.60
Travel Claim	21-Dec-17	College Meeting	19-Dec-17	19-Dec-17	Summit Street, Dartmouth	NS	Mileage and Bridge	14			\$ 2.00	\$ 7.60
Travel Claim	21-Dec-17	Business Meeting	19-Dec-17	19-Dec-17	Lower Water Street, Halifax	NS	Mileage and Parking	9			\$ 9.00	\$ 12.60
Travel Claim	21-Dec-17	Business Meeting	21-Dec-17	21-Dec-17	Foullis Street, Halifax	NS	Mileage and Bridge	22			\$ 2.00	\$ 10.80
Travel Claim	21-Dec-17	Business Meeting	21-Dec-17	21-Dec-17	Granville St, Halifax	NS	Mileage and Parking	10			\$ 11.00	\$ 15.00
Reviewed by Internal Auditor: <u>Bruce Spores</u>												
Travel Claim	31-Jan-18	Business Meeting	3-Jan-18	3-Jan-18	Chain Lake Drive, Halifax	NS	Mileage	16				\$ 6.40
Travel Claim	31-Jan-18	Business Meeting	8-Jan-18	8-Jan-18	Portland Street, Dartmouth	NS	Mileage, Bridge and Parking	11			\$ 2.50	\$ 6.90
Travel Claim	31-Jan-18	Business Meeting	9-Jan-18	9-Jan-18	Portland Street, Dartmouth	NS	Mileage, Bridge and Parking	11			\$ 2.50	\$ 6.90
Travel Claim	31-Jan-18	Business Meeting	24-Jan-18	24-Jan-18	Granville St, Halifax	NS	Mileage and Parking	10			\$ 11.00	\$ 15.00
Travel Claim	31-Jan-18	Business Meeting	25-Jan-18	25-Jan-18	Argyle St. Halifax	NS	Mileage and Parking	10			\$ 11.00	\$ 15.00
Travel Claim	31-Jan-18	Conference	29-Apr-18	2-May-18	Victoria	BC	Flight				\$ 784.16	\$ 784.16



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Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	31-Jan-18	Business Meeting	26-Jan-18	26-Jan-18	Lakeside Drive, Halifax	NS	Mileage	21				\$ 8.40
Travel Claim	31-Jan-18	Business Meeting	31-Jan-18	31-Jan-18	Granville St, Halifax	NS	Mileage and Parking	10			\$ 8.00	\$ 12.00
Travel Claim	31-Jan-18	College Meeting	31-Jan-18	31-Jan-18	Windmill Road, Dartmouth	NS	Mileage	8				\$ 3.20
Reviewed by Internal Auditor:		<i>Brian Sparks</i>										



# M. Foster, VP College Services - Hospitality Report (2017/2018)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card	8-Apr-17	Business Event	3-Apr-17	3-Apr-17	Cunard Centre	NS	Received Meal		\$ 175.00			\$ 175.00
Reviewed by Internal Auditor: <i>Brian Sparrow</i>												
Travel Claim	3-May-17	Business Meeting	5-Apr-17	5-Apr-17	ITC	NS	Received Meal		\$ 4.09			\$ 4.09
Reviewed by Internal Auditor: <i>Brian Sparrow</i>												
Travel Claim	31-May-17	College Meeting	31-May-17	31-May-17	Young St	NS	Received Meal		\$ 46.91			\$ 46.91
Reviewed by Internal Auditor: <i>Brian Sparrow</i>												
Travel Claim	26-Jul-17	College Meeting	7-Jul-17	7-Jul-17	Young St	NS	Received Meal		\$ 45.93			\$ 45.93
Travel Claim	26-Jul-17	Business lunch	26-Jul-17	26-Jul-17	Lower Water St	NS	Received Meal		\$ 122.16			\$ 122.16
Reviewed by Internal Auditor: <i>Brian Sparrow</i>												
Travel Claim	26-Sep-17	Business Meeting	22-Sep-17	22-Sep-17	Barrington Street, Halifax	NS	Received Meal		\$ 46.62			\$ 46.62
Reviewed by Internal Auditor: <i>Brian Sparrow</i>												
Travel Claim	28-Oct-17	College Meeting	28-Oct-17	28-Oct-17	IT Campus	NS	Received Meal		\$ 81.10			\$ 81.10
Reviewed by Internal Auditor: <i>Brian Sparrow</i>												
Travel Claim	28-Nov-17	College Meeting	20-Nov-17	20-Nov-17	IT Campus	NS	Received Meal		\$ 16.47			\$ 16.47
Reviewed by Internal Auditor: <i>Brian Sparrow</i>												
Credit Card	6-Dec-17	College Meeting	20-Nov-17	20-Nov-17	IT Campus	NS	Received Meal		\$ 42.01			\$ 42.01
Travel Claim	28-Nov-17	College Meeting	20-Nov-17	20-Nov-17	IT Campus	NS	Received Meal		\$ 16.47			\$ 16.47
Reviewed by Internal Auditor: <i>Brian Sparrow</i>												