



## M. Foster, VP College Services - Travel Report (2018/2019)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	28-Apr-18	Conference	9-Jun-18	13-Jun-18	Vancouver	BC	Hotel Deposit			\$ 269.08		\$ 269.08
Reviewed by Internal Auditor:												
Travel Claim	3-May-18	Business Meeting	9-Apr-18	9-Apr-18	Portland St., Windmill Road	NS	Mileage, Parking and Bridge	13			\$ 4.00	\$ 9.20
Travel Claim	3-May-18	College Event	11-Apr-18	11-Apr-18	Akerley Campus	NS	Mileage and Bridge	24			\$ 1.00	\$ 10.60
Travel Claim	3-May-18	Business Meeting	13-Apr-18	13-Apr-18	Portland St.	NS	Mileage and Parking	10			\$ 1.50	\$ 5.50
Travel Claim	3-May-18	Business Meeting	17-Apr-18	17-Apr-18	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 4.00	\$ 8.00
Travel Claim	3-May-18	College Meeting	19-Apr-18	19-Apr-18	Bridgewater	NS	Mileage	202				\$ 80.80
Travel Claim	3-May-18	Business Meeting	20-Apr-18	20-Apr-18	Barrington St.	NS	Mileage and Parking	10			\$ 8.00	\$ 12.00
Travel Claim	3-May-18	Business Meeting	26-Apr-18	26-Apr-18	Marginal Rd.	NS	Mileage	12				\$ 4.80
Travel Claim	3-May-18	College Meeting	26-Apr-18	26-Apr-18	Halifax Airport Hotel	NS	Mileage, Parking and Bridge	58			\$ 27.00	\$ 50.20
Travel Claim	3-May-18	Business Meeting	27-Apr-18	27-Apr-18	Lower Water St.	NS	Mileage and Parking	11			\$ 5.00	\$ 9.40
Travel Claim	3-May-18	Conference	28-Apr-18	2-May-18	Victoria	BC	Mileage, Meals, Accom, Parking, Taxi's and Bag Fee's	50	\$ 200.00	\$ 1,089.66	\$ 284.00	\$ 1,593.66
Travel Claim	3-May-18	Business Meeting	3-May-18	3-May-18	Brunswick St.	NS	Mileage and Parking	9			\$ 6.00	\$ 9.60
Reviewed by Internal Auditor:												
Travel Claim	1-Jun-18	Business Meeting	9-May-18	9-May-18	Brunswick St.	NS	Mileage and Parking	10			\$ 20.50	\$ 24.50
Travel Claim	1-Jun-18	Business Meeting	17-May-18	17-May-18	Portland St., return to Bedford Highw.	NS	Mileage and Parking	18			\$ 2.00	\$ 9.20
Travel Claim	1-Jun-18	Business Meeting	22-May-18	22-May-18	Summer St.	NS	Mileage and Parking	11			\$ 7.00	\$ 11.40
Travel Claim	1-Jun-18	College Meeting	24-May-18	24-May-18	Bedford Highway	NS	Mileage and Bridge	15			\$ 1.00	\$ 7.00
Travel Claim	1-Jun-18	College Meeting	25-May-18	25-May-18	Barrington St.	NS	Mileage and Parking	10			\$ 11.00	\$ 15.00
Travel Claim	1-Jun-18	Conference	28-May-18	29-May-18	Gatineau	QC	Mileage, Meals, Accom, Parking, Taxi's and Incidental	50	\$ 40.00	\$ 272.51	\$ 144.86	\$ 477.37
Travel Claim	1-Jun-18	Business Meeting	30-May-18	30-May-18	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 5.50	\$ 9.50
Travel Claim	1-Jun-18	Business Meeting	31-May-18	1-Jun-18	Sackville	NB	Mileage, Meals, Accom. and Incidental	428	\$ 25.00	\$ 120.75	\$ 5.00	\$ 321.95
Reviewed by Internal Auditor:												
Travel Claim	14-Jun-18	Convocations	5-Jun-18	6-Jun-18	AVC and Burrigde Campuses	NS	Mileage, Meals, Accom, Incidental and Bridge	658	\$ 50.00	\$ 156.40	\$ 6.00	\$ 475.60
Travel Claim	14-Jun-18	Business Meeting	6-Jun-18	6-Jun-18	Parker St.	NS	Mileage and Bridge	12			\$ 1.00	\$ 5.80
Travel Claim	14-Jun-18	Convocations	7-Jun-18	7-Jun-18	Pictou Campus	NS	Mileage and Meals	307	\$ 15.00			\$ 137.80
Travel Claim	14-Jun-18	Business Meeting	7-Jun-18	7-Jun-18	Wise Rd.	NS	Mileage and Bridge	8			\$ 1.00	\$ 4.20
Travel Claim	14-Jun-18	Business Meeting	8-Jun-18	8-Jun-18	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 4.00	\$ 8.00
Travel Claim	14-Jun-18	Conference	9-Jun-18	13-Jun-18	Vancouver	BC	Mileage, Meals, Accom, Parking, Taxi's and Incidentals	100	\$ 165.00	\$ 807.20	\$ 131.50	\$ 1,143.70
Travel Claim	14-Jun-18	Convocations	14-Jun-18	14-Jun-18	Bedford Highway	NS	Mileage	6				\$ 2.40
Reviewed by Internal Auditor:												
Travel Claim	28-Jun-18	Conference	16-Jun-18	16-Jun-18	Kelowna	BC	Airfare				\$ 338.12	\$ 338.12
Travel Claim	28-Jun-18	Convocations	18-Jun-18	18-Jun-18	Kingstec Campus	NS	Mileage and Meals	182	\$ 10.00			\$ 82.80
Travel Claim	28-Jun-18	Business Meeting	19-Jun-18	19-Jun-18	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 4.00	\$ 8.00
Travel Claim	28-Jun-18	Business Meeting	20-Jun-18	20-Jun-18	Barrington St.	NS	Mileage and Parking	10			\$ 8.00	\$ 12.00
Travel Claim	28-Jun-18	Conference	23-Jun-18	28-Jun-18	Kelowna	BC	Mileage, Meals, Car Rental, Fuel and Incidentals	100	\$ 185.00		\$ 432.71	\$ 657.71
Direct Bill	23-Mar-18	Conference	28-May-18	29-May-18	Ottawa	ON	Airfare				\$ 434.53	\$ 434.53
Reviewed by Internal Auditor:												
Travel Claim	26-Jul-18	Business Meeting	4-Jul-18	4-Jul-18	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 2.50	\$ 6.50
Travel Claim	26-Jul-18	College Meeting	5-Jul-18	5-Jul-18	Halifax Airport Hotel	NS	Mileage and Parking	50			\$ 19.00	\$ 39.00
Travel Claim	26-Jul-18	Business Meeting	16-Jul-18	16-Jul-18	Young St.	NS	Mileage	4				\$ 1.60
Travel Claim	26-Jul-18	Business Meeting	19-Jul-18	19-Jul-18	Spring Garden Rd.	NS	Mileage and Parking	10			\$ 6.00	\$ 10.00
Travel Claim	26-Jul-18	Business Meeting	24-Jul-18	24-Jul-18	Portland St.	NS	Mileage and Parking	10			\$ 2.50	\$ 6.50
Travel Claim	26-Jul-18	Business Meeting	24-Jul-18	24-Jul-18	Bedford Highway	NS	Mileage and Bridge	17			\$ 1.00	\$ 7.80
Travel Claim	26-Jul-18	Business Meeting	25-Jul-18	25-Jul-18	Argyle St.	NS	Mileage and Parking	10			\$ 8.00	\$ 12.00
Travel Claim	26-Jul-18	Business Meeting	26-Jul-18	26-Jul-18	Barrington St.	NS	Mileage and Parking	10			\$ 6.00	\$ 10.00
Reviewed by Internal Auditor:												
Travel Claim	29-Aug-18	Business Meeting	2-Aug-18	2-Aug-18	Barrington St.	NS	Mileage and Parking	10			\$ 5.00	\$ 9.00
Travel Claim	29-Aug-18	Business Meeting	21-Aug-18	21-Aug-18	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 5.50	\$ 9.50
Travel Claim	29-Aug-18	Business Meeting	22-Aug-18	22-Aug-18	Lower Water St.	NS	Mileage and Parking	9			\$ 6.00	\$ 9.60
Travel Claim	29-Aug-18	College Meeting	22-Aug-18	24-Aug-18	Digby	NS	Incidentals				\$ 10.00	\$ 10.00
Travel Claim	29-Aug-18	Business Meeting	27-Aug-18	27-Aug-18	Argyle St.	NS	Mileage and Parking	10			\$ 5.00	\$ 9.00
Travel Claim	29-Aug-18	Business Meeting	28-Aug-18	28-Aug-18	Armdale Rotary	NS	Mileage	8				\$ 3.20
Travel Claim	29-Aug-18	College Meeting	29-Aug-18	29-Aug-18	Ivany Campus	NS	Mileage and Bridge	32			\$ 2.00	\$ 14.80
Reviewed by Internal Auditor:												
Direct Invoice	22-Aug-18	College Meeting	22-Aug-18	24-Aug-18	Digby	NS	Accommodation			\$ 420.90		\$ 420.90



M. Foster, VP College Services and CFO - Travel Report (2018/2019)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	28-Sep-18	Business Meeting	6-Sep-18	6-Sep-18	Barrington St.	NS	Mileage and Parking	10			\$ 10.00	\$ 14.00
Travel Claim	28-Sep-18	Business Meeting	10-Sep-18	10-Sep-18	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 5.00	\$ 9.00
Travel Claim	28-Sep-18	Business Meeting	14-Sep-18	14-Sep-18	Terminal Rd	NS	Mileage and Parking	12			\$ 6.00	\$ 10.80
Travel Claim	28-Sep-18	Business Meeting	18-Sep-18	18-Sep-18	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 4.00	\$ 8.00
Travel Claim	28-Sep-18	Business Meeting	20-Sep-18	20-Sep-18	Terminal Rd	NS	Mileage	12				\$ 4.80
Travel Claim	28-Sep-18	College Meeting	24-Sep-18	24-Sep-18	Bridgewater	NS	Mileage and Meals	216	\$ 15.00			\$ 101.40
Travel Claim	28-Sep-18	College Meeting	26-Sep-18	26-Sep-18	Ivany Campus	NS	Mileage	32				\$ 12.80
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	30-Oct-18	College Meeting	1-Oct-18	1-Oct-18	Ivany Campus	NS	Mileage and Bridge	32			\$ 1.00	\$ 13.80
Travel Claim	30-Oct-18	College Meeting	4-Oct-18	4-Oct-18	South St.	NS	Mileage	10				\$ 4.00
Travel Claim	30-Oct-18	Business Meeting	5-Oct-18	5-Oct-18	Terminal Rd	NS	Mileage	12				\$ 4.80
Travel Claim	30-Oct-18	College Meeting	5-Oct-18	5-Oct-18	Lower Water St.	NS	Mileage and Parking	11			\$ 5.00	\$ 9.40
Travel Claim	30-Oct-18	Business Meeting	11-Oct-18	11-Oct-18	Hollis St.	NS	Mileage and Parking	10			\$ 6.00	\$ 10.00
Travel Claim	30-Oct-18	College Meeting	12-Oct-18	12-Oct-18	Summit St.	NS	Mileage and Bridge	12			\$ 1.00	\$ 5.80
Travel Claim	30-Oct-18	Business Meeting	16-Oct-18	16-Oct-18	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 4.00	\$ 8.00
Travel Claim	30-Oct-18	Business Meeting	18-Oct-18	19-Oct-18	Baddeck	NS	Mileage, Meals, Accommodation and Overnight Inc.	693	\$ 30.00	\$ 349.56	\$ 10.00	\$ 666.76
Travel Claim	30-Oct-18	Business Meeting	22-Oct-18	22-Oct-18	Terminal Rd	NS	Mileage and Bridge	36			\$ 2.00	\$ 16.40
Travel Claim	30-Oct-18	College Meeting	23-Oct-18	23-Oct-18	Pictou Campus	NS	Mileage	299				\$ 119.60
Travel Claim	30-Oct-18	Business Meeting	24-Oct-18	24-Oct-18	Barrington St.	NS	Mileage and Parking	10			\$ 8.00	\$ 12.00
Travel Claim	30-Oct-18	Business Meeting	25-Oct-18	25-Oct-18	Barrington St.	NS	Mileage and Parking	10			\$ 8.00	\$ 12.00
Travel Claim	30-Oct-18	Business Meeting	30-Oct-18	30-Oct-18	Parkland Dr.	NS	Mileage	12				\$ 4.80
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	30-Nov-18	Business Meeting	1-Nov-18	1-Nov-18	Aryle St.	NS	Mileage and Parking	10			\$ 8.00	\$ 12.00
Travel Claim	30-Nov-18	College Meeting	8-Nov-18	8-Nov-18	Halifax Airport Hotel	NS	Mileage and Parking	50			\$ 13.00	\$ 33.00
Travel Claim	30-Nov-18	College Meeting	14-Nov-18	14-Nov-18	Brownlow Ave.	NS	Mileage and Bridge	16			\$ 1.00	\$ 7.40
Travel Claim	30-Nov-18	College Meeting	15-Nov-18	15-Nov-18	Ivany Campus	NS	Mileage and Bridge	32			\$ 1.00	\$ 13.80
Travel Claim	30-Nov-18	Business Meeting	20-Nov-18	20-Nov-18	Barrington St.	NS	Mileage and Parking	10			\$ 10.00	\$ 14.00
Travel Claim	30-Nov-18	Business Meeting	22-Nov-18	22-Nov-18	Barrington St.	NS	Mileage and Parking	10			\$ 12.00	\$ 16.00
Travel Claim	30-Nov-18	Business Meeting	28-Nov-18	28-Nov-18	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 4.00	\$ 8.00
Travel Claim	30-Nov-18	Business Meeting	30-Nov-18	30-Nov-18	Pictou Campus	NS	Meals		\$ 15.00			\$ 15.00
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	10-Dec-18	Business Meeting	3-Dec-18	3-Dec-18	Robie St.	NS	Mileage	12				\$ 4.80
Travel Claim	10-Dec-18	College Meeting	4-Dec-18	4-Dec-18	Parker St.	NS	Mileage and Bridge	34			\$ 1.00	\$ 14.60
Travel Claim	10-Dec-18	Business Meeting	5-Dec-18	5-Dec-18	Truro Campus	NS	Mileage	178				\$ 71.20
Travel Claim	10-Dec-18	College Meeting	6-Dec-18	6-Dec-18	Brownlow Ave.	NS	Mileage	15				\$ 6.00
Travel Claim	10-Dec-18	Business Meeting	6-Dec-18	6-Dec-18	Terminal Rd	NS	Mileage	12				\$ 4.80
Travel Claim	10-Dec-18	College Meeting	7-Dec-18	7-Dec-18	Lower Water St.	NS	Mileage and Parking	10			\$ 9.00	\$ 13.00
Travel Claim	10-Dec-18	Business Meeting	10-Dec-18	10-Dec-18	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 8.00	\$ 12.00
Travel Claim	10-Dec-18	Business Meeting	10-Dec-18	10-Dec-18	Bedford Highway	NS	Mileage	8				\$ 3.20
Reviewed by Internal Auditor: <i>Bruce Spence</i>												



M. Foster, VP College Services - Hospitality Report (2018/2019)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card	7-May-18	Business Event	26-Apr-18	26-Apr-18	Marginal Rd.	NS	Event Tickets				\$ 50.00	\$ 50.00
Reviewed by Internal Auditor: <i>Ben Spores</i>												
Travel Claim	1-Jun-18	College Meeting	11-May-18	11-May-18	Walter Havill Drive	NS	Receipted Meal		\$ 21.32			\$ 21.32
Reviewed by Internal Auditor: <i>Ben Spores</i>												
Travel Claim	26-Jul-18	Business Meeting	26-Jul-18	26-Jul-18	Barrington St.	NS	Receipted Meal		\$ 29.10			\$ 29.10
Reviewed by Internal Auditor: <i>Ben Spores</i>												
Travel Claim	28-Sep-18	Business Meeting	28-Sep-18	28-Sep-18	IT Campus	NS	Receipted Meal		\$ 3.90			\$ 3.90
Reviewed by Internal Auditor: <i>Ben Spores</i>												
Credit Card	8-Oct-18	College Meeting	11-Sep-18	11-Sep-18	Walter Havill Drive	NS	Receipted Meal		\$ 9.88			\$ 9.88
Reviewed by Internal Auditor: <i>Ben Spores</i>												
Travel Claim	30-Oct-18	College Meeting	5-Oct-18	5-Oct-18	Lower Water St.	NS	Receipted Meal		\$ 60.84			\$ 60.84
Travel Claim	30-Oct-18	College Meeting	30-Oct-18	30-Oct-18	Parkland St.	NS	Receipted Meal		\$ 4.95			\$ 4.95
Reviewed by Internal Auditor: <i>Ben Spores</i>												