



R Penfound - VP Organizational Development - 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	13-Apr-17	13-Apr-17	Spring Garden Road	NS	Mileage/Parking	10.2			\$ 6.00	\$ 10.08
Travel Claim	3-May-17	Business Meeting	27-Apr-17	27-Apr-17	Hollis Street	NS	Mileage/Parking	14.2			\$ 14.00	\$ 19.68
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Travel Claim	3-May-17	Conference	28-Apr-17	3-May-17	Ottawa	ON	Mileage, Meals, Hotel, Overnight, Taxis	31.9	\$ 170.00	\$ 1,205.80	\$ 172.50	\$ 1,561.06
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Travel Claim	8-May-17	Conference	5-May-17	8-May-17	Ottawa	ON	Mileage, Meals, Taxis, Airfare	118.8	\$ 30.00		\$ 703.83	\$ 781.35
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Travel Claim	25-May-17	Business Meeting	9-May-17	9-May-17	Upper Water Street	NS	Mileage/Parking	10			\$ 9.00	\$ 13.00
Travel Claim	25-May-17	College Event	18-May-17	18-May-17	Truro Campus	NS	Mileage	191.1				\$ 76.44
Travel Claim	25-May-17	Business Meeting	19-May-17	18-May-17	Barrington Street	NS	Mileage	9.8				\$ 3.92
Travel Claim	25-May-17	Business Meeting	25-May-17	25-May-17	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.00	\$ 11.60
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Travel Claim	27-Jun-17	College Event	1-Jun-17	1-Jun-17	Truro	NS	Mileage	191.1				\$ 76.44
Travel Claim	27-Jun-17	Convocation	6-Jun-17	6-Jun-17	Springhill and Truro Campuses	NS	Mileage & Tolls	367.2			\$ 8.00	\$ 154.88
Travel Claim	27-Jun-17	Convocation	7-Jun-17	7-Jun-17	AVC & Shelburne Campuses	NS	Mileage, Meals & Hotel	357.2	\$ 40.00	\$ 146.05		\$ 328.93
Travel Claim	27-Jun-17	Convocation	8-Jun-17	8-Jun-17	Burridge Campus	NS	Mileage & Meals	323.2	\$ 25.00			\$ 154.28
Travel Claim	27-Jun-17	Business Meeting	23-Jun-17	23-Jun-17	Upper Water Street	NS	Mileage/Parking	10			\$ 9.00	\$ 13.00
Travel Claim	27-Jun-17	Business Meeting	27-Jun-17	27-Jun-17	Lunenburg	NS	Mileage	212				\$ 84.80
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Travel Claim	20-Jul-17	College Event	19-Jul-17	19-Jul-17	Truro Campus	NS	Mileage	189.2				\$ 75.68
Travel Claim	20-Jul-17	College Event	20-Jul-17	20-Jul-17	Truro Campus	NS	Mileage	189.2				\$ 75.68
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Travel Claim	25-Aug-17	Business Meeting	7-Jul-17	7-Jul-17	Barrington Street	NS	Mileage	9.6				\$ 3.84
Travel Claim	25-Aug-17	Business Meeting	13-Jul-17	13-Jul-17	Barrington Street	NS	Mileage	9.6				\$ 3.84
Travel Claim	25-Aug-17	Business Meeting	1-Aug-17	1-Aug-17	Barrington Street	NS	Mileage	9.6				\$ 3.84
Travel Claim	25-Aug-17	Convocation	17-Aug-17	17-Aug-17	Truro Campus	NS	Mileage	190.1				\$ 76.04
Travel Claim	25-Aug-17	College Meetings	23-Aug-17	25-Aug-17	Oak Island	NS	Meals & Overnight		\$ 25.00		\$ 10.00	\$ 35.00
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Direct Bill	28-Aug-17	College Meetings	23-Aug-17	25-Aug-17	Oak Island	NS	Hotel			\$ 457.00		\$ 457.00
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Travel Claim	30-Oct-17	Business Meeting	4-Oct-17	4-Oct-17	Hollis Street	NS	Mileage/Parking	8.8			\$ 8.00	\$ 11.52
Travel Claim	30-Oct-17	College Meetings	5-Oct-17	5-Oct-17	AVC & COGs	NS	Mileage	325				\$ 130.00
Travel Claim	30-Oct-17	Business Meeting	6-Oct-17	6-Oct-17	Upper Water Street	NS	Mileage/Parking	9			\$ 6.00	\$ 9.60
Travel Claim	30-Oct-17	College Meetings	18-Oct-17	18-Oct-17	AVC, COGS, Lunenburg	NS	Mileage & Meal	368.5	\$ 15.00			\$ 162.40
Travel Claim	30-Oct-17	Business Meeting	30-Oct-17	30-Oct-17	Hollis Street	NS	Mileage & Tolls	8.8				\$ 3.52
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Travel Claim	28-Nov-17	Business Meeting	1-Nov-17	1-Nov-17	Upper Water Street	NS	Mileage	8.6				\$ 3.44
Travel Claim	28-Nov-17	Business Meeting	2-Nov-17	2-Nov-17	Marginal Road	NS	Mileage	12				\$ 4.80
Travel Claim	28-Nov-17	College Meeting	8-Nov-17	8-Nov-17	Akerley Campus	NS	Mileage/Bridge Toll	24			\$ 2.00	\$ 11.60
Travel Claim	28-Nov-17	College Meeting	9-Nov-17	9-Nov-17	Silver Dart Road, Enfield	NS	Mileage/Parking	60			\$ 24.00	\$ 48.00
Travel Claim	28-Nov-17	College Meeting	22-Nov-17	22-Nov-17	Strait Area Campus	NS	Mileage	550				\$ 220.00
Travel Claim	28-Nov-17	College Meeting	24-Nov-17	24-Nov-17	Lakeside Drive	NS	Mileage	20.8				\$ 8.32
Travel Claim	28-Nov-17	Business Meeting	28-Nov-17	28-Nov-17	University Avenue	NS	Mileage	10.4				\$ 4.16
Reviewed by Internal Auditor: <i>Bruce Spares</i>												



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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	20-Dec-17	Business Meeting	18-Dec-17	18-Dec-17	Barrington Street	NS	Mileage/Parking	8			\$ 8.00	\$ 11.20
Travel Claim	20-Dec-17	Business Meeting	20-Dec-17	20-Dec-17	Barrington Street	NS	Mileage/Parking	8			\$ 10.00	\$ 13.20
Reviewed by Internal Auditor: <i>Ben Spores</i>												
Travel Claim	31-Jan-18	Business Meeting	12-Jan-18	12-Jan-18	Joseph Howe Drive	NS	Mileage/Parking	3.6			\$ 8.00	\$ 9.44
Travel Claim	31-Jan-18	Business Meeting	25-Jan-18	25-Jan-18	Hollis Street	NS	Mileage/Parking	10.4			\$ 8.00	\$ 12.16
Travel Claim	31-Jan-18	College Meeting	31-Jan-18	31-Jan-18	Ivany Campus	NS	Mileage/Bridge Toll	32			\$ 2.00	\$ 14.80
Reviewed by Internal Auditor: <i>Ben Spores</i>												
Travel Claim	23-Feb-18	Business Meeting	1-Feb-18	1-Feb-18	Barrington Street	NS	Mileage/Parking	9.6			\$ 8.00	\$ 11.84
Travel Claim	23-Feb-18	Business Meeting	7-Feb-18	7-Feb-18	Marginal Road	NS	Mileage/Free Parking	11.8				\$ 4.72
Travel Claim	23-Feb-18	Business Meeting	8-Feb-18	8-Feb-18	Hollis Street	NS	Mileage/Parking	10.8			\$ 17.50	\$ 21.82
Travel Claim	23-Feb-18	Business Meeting	23-Feb-18	23-Feb-18	Hollis Street	NS	Mileage/Parking	9.4			\$ 18.25	\$ 22.01
Reviewed by Internal Auditor: <i>Ben Spores</i>												



R Penfound - VP Organizational Development - 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	6-Jul-17	College Eevnt	20-Jun-17	20-Jun-17	Dartmouth	NS	Receipted Meal		\$ 586.65			\$ 586.65
Reviewed by Internal Auditor:		<i>Brian Sparrow</i>										
Lockington CC	6-Oct-17		17-Oct-17	17-Oct-17	Pictou	NS	Receipted Meal		\$ 103.50			\$ 103.50
Reviewed by Internal Auditor:		<i>Brian Sparrow</i>										