



R Penfound - VP Organizational Development - 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	30-Apr-18	Business Meeting	19-Apr-18	19-Apr-18	Barrington Street	NS	Mileage	3.9				\$ 1.56
Travel Claim	30-Apr-18	College Meeting	19-Apr-18	19-Apr-18	Lunenburg Campus	NS	Mileage	212				\$ 84.80
Travel Claim	30-Apr-18	College Meeting	20-Apr-18	20-Apr-18	Parker Street, Dartmouth	NS	Mileage/Bridge Toll	24.6			\$ 2.00	\$ 11.84
Travel Claim	30-Apr-18	College Meeting	26-Apr-18	26-Apr-18	Silver Dart Road, Enfield	NS	Mileage/Parking	60			\$ 24.00	\$ 48.00
Travel Claim	30-Apr-18	Conference	27-Apr-18	27-Apr-18	University Avenue	NS	Mileage/Parking	8.8			\$ 14.00	\$ 17.52
Travel Claim	30-Apr-18	Conference	30-Apr-18	30-Apr-18	South Park Street	NS	Mileage/Parking	10.2			\$ 30.00	\$ 34.08
Reviewed by Internal Auditor: <i>Bruce Spore</i>												
Travel Claim	24-May-18	Conference	1-May-18	1-May-18	South Park Street	NS	Mileage/Parking	10.2			\$ 20.00	\$ 24.08
Travel Claim	24-May-18	Business Meeting	2-May-18	2-May-18	Hollis Street	NS	Mileage/Parking	8.6			\$ 10.00	\$ 13.44
Travel Claim	24-May-18	Business Meeting	2-May-18	2-May-18	Argyle Street	NS	Mileage/Parking	9.2			\$ 11.00	\$ 14.68
Travel Claim	24-May-18	College Meeting	7-May-18	7-May-18	Pictou Campus	NS	Mileage/Meals	324	\$ 25.00			\$ 154.60
Travel Claim	24-May-18	Business Meeting	9-May-18	9-May-18	Argyle Street	NS	Mileage/Parking	9.2			\$ 7.00	\$ 10.68
Travel Claim	24-May-18	College Meeting	17-May-18	17-May-18	Truro Campus	NS	Mileage	198				\$ 79.20
Travel Claim	24-May-18	College Meeting	24-May-18	24-May-18	Truro Campus	NS	Mileage	198				\$ 79.20
Reviewed by Internal Auditor: <i>Bruce Spore</i>												
Travel Claim	22-Jun-18	College Event	1-Jun-18	1-Jun-18	Truro Campus	NS	Mileage	198				\$ 79.20
Travel Claim	22-Jun-18	Convocation	5-Jun-18	5-Jun-18	AVC & Burrigge Campuses	NS	Mileage, Meals & Hotel	329	\$ 50.00	\$ 175.95	\$ 5.00	\$ 362.55
Travel Claim	22-Jun-18	Convocation	6-Jun-18	6-Jun-18	Shelburne & Lunenburg Campuses	NS	Mileage/Meals	299	\$ 25.00			\$ 144.60
Travel Claim	22-Jun-18	Convocation	7-Jun-18	7-Jun-18	Pictou & Strait Area Campuses	NS	Mileage/Meals	401.1	\$ 50.00			\$ 210.44
Travel Claim	22-Jun-18	Convocation	8-Jun-18	8-Jun-18	Marconi Campus	NS	Mileage, Meals & Hotel	423.2	\$ 35.00	\$ 139.59	\$ 5.00	\$ 348.87
Travel Claim	22-Jun-18	Convocation	15-Jun-18	15-Jun-18	Cumberland & Truro Campuses	NS	Mileage, Meals & Tolls	256.4	\$ 25.00		\$ 8.00	\$ 135.56
Travel Claim	22-Jun-18	Convocation	18-Jun-18	18-Jun-18	Kingstec Campus	NS	Mileage	206.2				\$ 82.48
Travel Claim	22-Jun-18	College Meeting	22-Jun-18	22-Jun-18	40 Silver Dart Drive, Enfield	NS	Mileage/Parking	60			\$ 14.00	\$ 38.00
Reviewed by Internal Auditor: <i>Bruce Spore</i>												
Travel Claim	13-Jul-18	Business Meeting	5-Jul-18	5-Jul-18	Hollis Street	NS	Mileage	9.6				\$ 3.84
Travel Claim	13-Jul-18	College Meeting	5-Jul-18	5-Jul-18	Silver Dart Road, Enfield	NS	Mileage/Parking	64.7			\$ 14.00	\$ 39.88
Travel Claim	13-Jul-18	College Meeting	13-Jul-18	13-Jul-18	Lower Water Street	NS	Mileage/Parking	10.6			\$ 12.00	\$ 16.24
Reviewed by Internal Auditor: <i>Bruce Spore</i>												
Travel Claim	28-Sep-18	Adjustment	5-Jun-18	5-Jun-18	AVC & Burrigge Campuses	NS	Credit for previously charged item			\$ (175.95)		\$ (175.95)
Travel Claim	28-Sep-18	Adjustment	8-Jun-18	8-Jun-18	Marconi Campus	NS	Credit for previously charged item			\$ (139.59)		\$ (139.59)
Reviewed by Internal Auditor: <i>Bruce Spore</i>												
Travel Claim	27-Aug-18	College Meeting	30-Jul-18	30-Jul-18	Truro Campus	NS	Mileage	189.2				\$ 75.68
Travel Claim	27-Aug-18	College Meeting	31-Jul-18	31-Jul-18	Truro Campus	NS	Mileage	189.2				\$ 75.68
Travel Claim	27-Aug-18	College Meeting	1-Aug-18	1-Aug-18	Truro Campus	NS	Mileage	189.2				\$ 75.68
Travel Claim	27-Aug-18	College Meeting	2-Aug-18	2-Aug-18	Truro Campus	NS	Mileage	189.2				\$ 75.68
Reviewed by Internal Auditor: <i>Bruce Spore</i>												
Travel Claim	28-Sep-18	College Meeting	16-Aug-18	16-Aug-18	Truro Campus	NS	Mileage	189.2				\$ 75.68
Travel Claim	28-Sep-18	College Meeting	22-Aug-18	24-Aug-18	103 Shore Road, Digby	NS	Mileage	455.6				\$ 182.24
Travel Claim	28-Sep-18	Business Meeting	4-Sep-18	4-Sep-18	1505 Barrington Street	NS	Mileage	10.2				\$ 4.08
Travel Claim	28-Sep-18	Business Meeting	17-Sep-18	17-Sep-18	5940 South Street	NS	Mileage	9.6				\$ 3.84
Travel Claim	28-Sep-18	College Meeting	24-Sep-18	24-Sep-18	51 Stephen's Wood, Enfield	NS	Mileage	91.4				\$ 36.56
Travel Claim	28-Sep-18	College Meeting/Business M	28-Sep-18	28-Sep-18	Pictou Campus	NS	Mileage	317.8				\$ 127.12
Reviewed by Internal Auditor: <i>Bruce Spore</i>												
Direct Invoice	24-Aug-18	College Meeting	22-Aug-18	24-Aug-18	103 Shore Road, Digby	NS	Accommodations			\$ 736.00		\$ 736.00
Reviewed by Internal Auditor: <i>Bruce Spore</i>												
Credit Card	6-Jul-18	Convocation	5-Jun-18	5-Jun-18	AVC & Burrigge Campuses	NS	Accommodations			\$ 175.95		\$ 175.95
Credit Card	6-Jul-18	Convocation	8-Jun-18	8-Jun-18	Marconi Campus	NS	Accommodations			\$ 139.59		\$ 139.59
Reviewed by Internal Auditor: <i>Bruce Spore</i>												



R Penfound - VP Organizational Development - 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	6-Apr-18	College Event	11-Apr-18	11-Apr-18	Akerley	NS	Event Tickets		\$ 2,400.00			\$ 2,400.00
Reviewed by Internal Auditor:		<i>Sam Spores</i>										
Credit Card	6-Jun-18	College Event	28-May-18	28-May-18	1877 Upper Water Street,	NS	Receipted Meal		\$ 424.61			\$ 424.61
Reviewed by Internal Auditor:		<i>Sam Spores</i>										