



D. Bureaux - President, Travel Report (2022-2023)

| Source | Claim/Invoice/Statement Date | Purpose | Start Date | End Date | Destination | Province | Expense Type | KM | Meals | Accom. | Other | Total |
|---|------------------------------|--------------------------------------|------------|-----------|--|----------|--------------------------------|-----|----------|-----------|-------------|-------------|
| Expense Claim | 28-Apr-22 | Business Event | 1-Apr-22 | 1-Apr-22 | Argyle Street | NS | Mileage | 10 | | | | \$ 4.70 |
| Expense Claim | 28-Apr-22 | Board Mtg | 5-Apr-22 | 5-Apr-22 | Upper Water Street | NS | Mileage | 10 | | | | \$ 4.70 |
| Expense Claim | 28-Apr-22 | Business Mtg | 11-Apr-22 | 11-Apr-22 | Hollis Street | NS | Mileage | 12 | | | | \$ 5.64 |
| Expense Claim | 28-Apr-22 | Business Event | 12-Apr-22 | 12-Apr-22 | Upper Water Street | NS | Mileage | 10 | | | | \$ 4.70 |
| Expense Claim | 28-Apr-22 | Business Event | 20-Apr-22 | 20-Apr-22 | Larry Uteck Drive | NS | Mileage | 25 | | | | \$ 11.75 |
| Expense Claim | 28-Apr-22 | Board Mtgs | 21-Apr-22 | 21-Apr-22 | Ivany, Parker St., Wyse Rd., and Akerley | NS | Mileage/Bridge | 40 | | | \$ 2.50 | \$ 21.30 |
| Expense Claim | 28-Apr-22 | Business Mtg | 22-Apr-22 | 22-Apr-22 | Upper Water Street | NS | Mileage | 10 | | | | \$ 4.70 |
| Expense Claim | 28-Apr-22 | Business Conference | 24-Apr-22 | 28-Apr-22 | Argyle Street (Sunday travel) | NS | Mileage/Bridge/Incidental | 150 | | | \$ 23.75 | \$ 94.25 |
| Expense Claim | 28-Apr-22 | College Mtg | 28-Apr-22 | 28-Apr-22 | Ivany | NS | Mileage/Bridge | 28 | | | \$ 2.50 | \$ 15.66 |
| Expense Claim | 28-Apr-22 | Business Event | 28-Apr-22 | 28-Apr-22 | Argyle Street | NS | Mileage | 10 | | | | \$ 4.70 |
| Reviewed by Internal Auditor: <i>Bruce Spence</i> | | | | | | | | | | | | |
| Credit Card | 6-May-22 | Board Mtg | 5-Apr-22 | 5-Apr-22 | Upper Water Street | NS | Parking | | | | \$ 4.50 | \$ 4.50 |
| Credit Card | 6-May-22 | Business Mtg | 11-Apr-22 | 11-Apr-22 | Hollis Street | NS | Parking | | | | \$ 10.50 | \$ 10.50 |
| Credit Card | 6-May-22 | Business Event | 12-Apr-22 | 12-Apr-22 | Upper Water Street | NS | Parking | | | | \$ 8.00 | \$ 8.00 |
| Credit Card | 6-May-22 | Business Mtg | 22-Apr-22 | 22-Apr-22 | Upper Water Street | NS | Parking | | | | \$ 4.50 | \$ 4.50 |
| Credit Card | 6-May-22 | Business Conference | 24-Apr-22 | 24-Apr-22 | Argyle Street | NS | Parking | | | | \$ 4.50 | \$ 4.50 |
| Credit Card | 6-May-22 | Business Conference | 24-Apr-22 | 24-Apr-22 | Lower Water Street | NS | Parking | | | | \$ 10.05 | \$ 10.05 |
| Credit Card | 6-May-22 | Business Conference | 25-Apr-22 | 25-Apr-22 | Argyle Street | NS | Parking | | | | \$ 28.50 | \$ 28.50 |
| Credit Card | 6-May-22 | Business Conference | 26-Apr-22 | 26-Apr-22 | Argyle Street | NS | Parking | | | | \$ 18.00 | \$ 18.00 |
| Credit Card | 6-May-22 | Business Conference | 27-Apr-22 | 27-Apr-22 | Argyle Street | NS | Parking | | | | \$ 42.50 | \$ 42.50 |
| Credit Card | 6-May-22 | Business Event | 28-Apr-22 | 28-Apr-22 | Argyle Street | NS | Parking | | | | \$ 12.00 | \$ 12.00 |
| Credit Card | 6-May-22 | Business Event | 3-May-22 | 3-May-22 | Argyle Street | NS | Parking | | | | \$ 16.00 | \$ 16.00 |
| Reviewed by Internal Auditor: <i>Bruce Spence</i> | | | | | | | | | | | | |
| Expense Claim | 28-May-22 | Business Event | 3-May-22 | 3-May-22 | Argyle St | NS | Mileage | 10 | | | | \$ 4.70 |
| Expense Claim | 28-May-22 | Business Mtg | 4-May-22 | 4-May-22 | Joseph Howe Dr | NS | Mileage | 8 | | | | \$ 3.76 |
| Expense Claim | 28-May-22 | Business Mtg | 7-May-22 | 7-May-22 | Merigomish (Saturday travel) | NS | Mileage | 444 | | | | \$ 208.68 |
| Expense Claim | 28-May-22 | College/Business Mtgs | 9-May-22 | 11-May-22 | Membertou, Sydney | NS | Mileage/Overnight Incidental | 878 | | | \$ 10.00 | \$ 422.66 |
| Expense Claim | 28-May-22 | College Mtg | 18-May-22 | 18-May-22 | West River Dr, Pictou | NS | Mileage/Bridge Tolls | 300 | | | \$ 2.50 | \$ 143.50 |
| Expense Claim | 28-May-22 | Business Event/College Mtg | 19-May-22 | 19-May-22 | South Park St, Marginal Rd | NS | Mileage | 22 | | | | \$ 10.34 |
| Expense Claim | 28-May-22 | Business Mtg/Event | 24-May-22 | 24-May-22 | Ivany, Grafton St. | NS | Mileage/Bridge Tolls | 38 | | | \$ 2.50 | \$ 20.36 |
| Expense Claim | 28-May-22 | Business Event | 27-May-22 | 27-May-22 | Marginal Rd | NS | Mileage | 12 | | | | \$ 5.64 |
| Expense Claim | 28-May-22 | Business Event | 28-May-22 | 28-May-22 | Kearney Lake Rd (Saturday travel) | NS | Mileage | 24 | | | | \$ 11.28 |
| Reviewed by Internal Auditor: <i>Bruce Spence</i> | | | | | | | | | | | | |
| Credit Card | 6-Jun-22 | College/Business Mtgs | 9-May-22 | 11-May-22 | Membertou, Sydney | NS | Receipted Meals/Accommodations | | \$ 94.98 | \$ 278.72 | | \$ 373.70 |
| Credit Card | 6-Jun-22 | College Mtg | 18-May-22 | 18-May-22 | West River Dr, Pictou | NS | Receipted Meals | | \$ 12.34 | | | \$ 12.34 |
| Credit Card | 6-Jun-22 | Business Event/College Mtg | 19-May-22 | 19-May-22 | South Park St, Marginal Rd | NS | Parking | | | | \$ 22.00 | \$ 22.00 |
| Credit Card | 6-Jun-22 | President & VP Neli (CICan Teaching) | 24-Jun-22 | 9-Jul-22 | Whistler, BC / Banff, AB | BC/AB | Airfare | | | | \$ 1,207.56 | \$ 1,207.56 |
| Credit Card | 6-Jun-22 | Business Event | 24-May-22 | 24-May-22 | Grafton St. | NS | Parking | | | | \$ 6.50 | \$ 6.50 |
| Credit Card | 6-Jun-22 | Business Event | 27-May-22 | 27-May-22 | Marginal Rd. | NS | Parking | | | | \$ 2.00 | \$ 2.00 |
| Credit Card | 6-Jun-22 | Business Event | 1-Jun-22 | 1-Jun-22 | Market St. | NS | Parking | | | | \$ 4.00 | \$ 4.00 |
| Credit Card | 6-Jun-22 | President & VP Neli (CICan Teaching) | 24-Jun-22 | 9-Jul-22 | Whistler, BC / Banff, AB | BC/AB | Shuttle Fare | | | | \$ 68.25 | \$ 68.25 |
| Reviewed by Internal Auditor: <i>Bruce Spence</i> | | | | | | | | | | | | |
| Expense Claim | 23-Jun-22 | Business Mtg/Event | 1-Jun-22 | 1-Jun-22 | Grafton St. / Market St. | NS | Mileage | 20 | | | | \$ 10.20 |
| Expense Claim | 23-Jun-22 | Business Event | 2-Jun-22 | 2-Jun-22 | Heddass Way | NS | Mileage/Bridge Tolls | 56 | | | \$ 2.50 | \$ 31.06 |
| Expense Claim | 23-Jun-22 | Convocation Day 1 | 6-Jun-22 | 6-Jun-22 | Springhill/Truro | NS | Mileage/Bridge Tolls | 356 | | | \$ 2.50 | \$ 184.06 |
| Expense Claim | 23-Jun-22 | Convocation Day 2/3 | 7-Jun-22 | 8-Jun-22 | Middleton/Yarmouth/Bridgewater | NS | Mileage/Overnight Incidental | 560 | | | \$ 5.00 | \$ 290.60 |
| Expense Claim | 23-Jun-22 | Convocation Day 4 | 9-Jun-22 | 10-Jun-22 | Stellarton/Port Hawkesbury/Cape Breton | NS | Mileage/Tolls/Incidental | 399 | | | \$ 6.25 | \$ 209.74 |
| Expense Claim | 23-Jun-22 | Convocation Day 5 | 10-Jun-22 | 11-Jun-22 | Membertou, Frankville, Lorneville | NS | Mileage/Tolls/Incidental | 410 | | | \$ 6.25 | \$ 215.35 |
| Expense Claim | 23-Jun-22 | Convocation Day 6 | 13-Jun-22 | 13-Jun-22 | Kingstec | NS | Mileage | 60 | | | | \$ 30.60 |
| Expense Claim | 23-Jun-22 | Convocation Day 7 | 14-Jun-22 | 14-Jun-22 | Bedford Highway | NS | Mileage | 8 | | | | \$ 4.08 |



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| Source | Claim/Invoice/Statement Date | Purpose | Start Date | End Date | Destination | Province | Expense Type | KM | Meals | Accom. | Other | Total |
|--|------------------------------|---------------------|------------|-----------|---|----------|-------------------------------------|-----|-----------|-----------|-----------|-----------|
| Expense Claim | 23-Jun-22 | Business Event | 14-Jun-22 | 14-Jun-22 | Argyle St. | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 23-Jun-22 | Convocation Day 8 | 15-Jun-22 | 15-Jun-22 | Bedford Highway | NS | Mileage | 8 | | | | \$ 4.08 |
| Expense Claim | 23-Jun-22 | Convocation Day 9 | 16-Jun-22 | 16-Jun-22 | Bedford Highway | NS | Mileage | 8 | | | | \$ 4.08 |
| Expense Claim | 23-Jun-22 | Convocation Day 10 | 17-Jun-22 | 17-Jun-22 | Bedford Highway | NS | Mileage | 8 | | | | \$ 4.08 |
| Expense Claim | 23-Jun-22 | College Mtgs | 21-Jun-22 | 22-Jun-22 | AVC | NS | Mileage/Tolls/Incidental | 332 | | | \$ 7.50 | \$ 176.82 |
| Expense Claim | 23-Jun-22 | College Event | 23-Jun-22 | 23-Jun-22 | Truro | NS | Mileage/Bridge Tolls | 198 | | | \$ 2.50 | \$ 103.48 |
| Reviewed by Internal Auditor: <i>Bruce Spence</i> | | | | | | | | | | | | |
| Credit Card | 6-Jul-22 | Convocation Day 2/3 | 7-Jun-22 | 8-Jun-22 | Middleton/Yarmouth/Bridgewater | NS | Accommodations | | | \$ 139.15 | | \$ 139.15 |
| Credit Card | 6-Jul-22 | CICan Teaching | 24-Jun-22 | 9-Jul-22 | Whistler, BC / Banff, AB | BC/AB | Transportation/Meals/Accommodations | | \$ 134.92 | \$ 453.41 | \$ 130.59 | \$ 718.92 |
| Credit Card | 6-Jul-22 | Convocation Day 4 | 9-Jun-22 | 10-Jun-22 | Stellarton/Port Hawkesbury/Cape Breton | NS | Accommodations/Meals | | \$ 34.50 | \$ 139.59 | | \$ 174.09 |
| Credit Card | 6-Jul-22 | Convocation Day 5 | 10-Jun-22 | 11-Jun-22 | Membertou, Frankville, Lorneville | NS | Accommodations/Meals | | \$ 29.86 | \$ 143.86 | | \$ 173.72 |
| Credit Card | 6-Jul-22 | Business Event | 14-Jun-22 | 14-Jun-22 | Argyle St. | NS | Parking | | | | \$ 10.00 | \$ 10.00 |
| Credit Card | 6-Jul-22 | College Mtg | 21-Jun-22 | 22-Jun-22 | AVC | NS | Receipted Meal | | \$ 22.78 | | | \$ 22.78 |
| Reviewed by Internal Auditor: <i>Bruce Spence</i> | | | | | | | | | | | | |
| Expense Claim | 26-Jul-22 | CICan Teaching | 24-Jun-22 | 9-Jul-22 | Whistler, BC / Banff, AB | BC/AB | Mileage/Incidental/Tolls | 64 | | | \$ 152.50 | \$ 185.14 |
| Expense Claim | 26-Jul-22 | Business Mtg/Event | 13-Jul-22 | 13-Jul-22 | Upper Water Street | NS | Mileage | 12 | | | | \$ 6.12 |
| Expense Claim | 26-Jul-22 | Business Mtg | 20-Jul-22 | 20-Jul-22 | Kempt Road | NS | Mileage | 3 | | | | \$ 1.53 |
| Expense Claim | 26-Jul-22 | Business Event | 21-Jul-22 | 22-Jul-22 | Fox Harbour Road | NS | Mileage/Tolls/Incidental | 352 | | | \$ 7.50 | \$ 187.02 |
| Expense Claim | 26-Jul-22 | College Event | 26-Jul-22 | 26-Jul-22 | Strait Area Campus | NS | Mileage | 550 | | | | \$ 280.50 |
| Reviewed by Internal Auditor: <i>Bruce Spence</i> | | | | | | | | | | | | |
| Credit Card | 8-Aug-22 | CICan Teaching | 24-Jun-22 | 9-Jul-22 | Whistler, BC / Banff, AB | BC/AB | Meals/Parking | | \$ 126.37 | | \$ 228.00 | \$ 354.37 |
| Credit Card | 8-Aug-22 | Business Mtg/Event | 13-Jul-22 | 13-Jul-22 | Upper Water Street | NS | Parking | | | | \$ 13.00 | \$ 13.00 |
| Reviewed by Internal Auditor: <i>Bruce Spence</i> | | | | | | | | | | | | |
| Expense Claim | 31-Aug-22 | Business Mtgs | 5-Aug-22 | 5-Aug-22 | Larry Utek/Grand Pre | NS | Mileage | 170 | | | | \$ 86.70 |
| Expense Claim | 31-Aug-22 | Business Mtg | 17-Aug-22 | 17-Aug-22 | Kempt Road | NS | Mileage | 3 | | | | \$ 1.53 |
| Expense Claim | 31-Aug-22 | College Events | 26-Aug-22 | 26-Aug-22 | Evangeline Trail/Kingstec | NS | Mileage/Tolls | 200 | | | \$ 2.50 | \$ 104.50 |
| Expense Claim | 31-Aug-22 | Business Mtg | 31-Aug-22 | 31-Aug-22 | Larry Utek | NS | Mileage | 18 | | | | \$ 9.18 |
| Reviewed by Internal Auditor: <i>Bruce Spence</i> | | | | | | | | | | | | |
| Expense Claim | 28-Sep-22 | College Mtgs | 6-Sep-22 | 8-Sep-22 | Sydney, Cape Breton | NS | Mileage/Tolls/Incidental | 862 | | | \$ 12.50 | \$ 452.12 |
| Expense Claim | 28-Sep-22 | Business Mtg | 9-Sep-22 | 9-Sep-22 | Spring Garden Rd. | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 28-Sep-22 | College Mtg | 13-Sep-22 | 13-Sep-22 | Akerley Campus | NS | Mileage/Tolls | 24 | | | \$ 2.50 | \$ 14.74 |
| Expense Claim | 28-Sep-22 | Business Mtg | 14-Sep-22 | 14-Sep-22 | Upper Water Street | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 28-Sep-22 | Business Mtg | 15-Sep-22 | 15-Sep-22 | Upper Water Street | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 28-Sep-22 | Business Mtg | 21-Sep-22 | 21-Sep-22 | Grafton Street | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 28-Sep-22 | College Mtg | 22-Sep-22 | 22-Sep-22 | Bedford Hwy | NS | Mileage/Tolls | 28 | | | \$ 2.50 | \$ 16.78 |
| Expense Claim | 28-Sep-22 | Business Mtg | 23-Sep-22 | 23-Sep-22 | Larry Utek | NS | Mileage | 18 | | | | \$ 9.18 |
| Expense Claim | 28-Sep-22 | Business Mtg | 28-Sep-22 | 28-Sep-22 | Upper Water Street | NS | Mileage | 10 | | | | \$ 5.10 |
| Reviewed by Internal Auditor: <i>Bruce Spence</i> | | | | | | | | | | | | |
| Credit Card | 6-Oct-22 | College Mtgs | 6-Sep-22 | 8-Sep-22 | Sydney, Cape Breton | NS | Receipted Meals/Accommodations | | \$ 91.39 | \$ 295.60 | | \$ 386.99 |
| Credit Card | 6-Oct-22 | Business Mtg | 9-Sep-22 | 9-Sep-22 | Spring Garden Rd. | NS | Parking | | | | \$ 6.00 | \$ 6.00 |
| Credit Card | 6-Oct-22 | Business Mtg | 9-Sep-22 | 21-Sep-22 | Toronto (changed then cancelled - credit with Air Canada) | ON | Airfare (and change fees) | | | | \$ 815.04 | \$ 815.04 |
| Credit Card | 6-Oct-22 | Business Mtg | 15-Sep-22 | 15-Sep-22 | Upper Water Street | NS | Parking | | | | \$ 4.50 | \$ 4.50 |
| Credit Card | 6-Oct-22 | Business Mtg | 21-Sep-22 | 21-Sep-22 | Grafton Street | NS | Parking | | | | \$ 10.50 | \$ 10.50 |
| Credit Card | 6-Oct-22 | Business Mtg | 28-Sep-22 | 28-Sep-22 | Upper Water Street | NS | Parking | | | | \$ 13.50 | \$ 13.50 |
| Reviewed by Internal Auditor: <i>Bruce Spence</i> | | | | | | | | | | | | |
| Expense Claim | 31-Oct-22 | Business Event | 4-Oct-22 | 4-Oct-22 | Acadia, Wolfville | NS | Mileage/Bridge Tolls | 176 | | | \$ 2.50 | \$ 92.26 |
| Expense Claim | 31-Oct-22 | Board Event | 5-Oct-22 | 5-Oct-22 | Windsor St. | NS | Mileage | 6 | | | | \$ 3.06 |
| Expense Claim | 31-Oct-22 | Business Event | 7-Oct-22 | 7-Oct-22 | Marginal Rd. | NS | Mileage | 12 | | | | \$ 6.12 |
| Expense Claim | 31-Oct-22 | College Mtgs | 11-Oct-22 | 13-Oct-22 | Shore Rd. Digby | NS | Mileage/Incidental/Tolls | 456 | | | \$ 12.50 | \$ 245.06 |
| Expense Claim | 31-Oct-22 | Business Mtg | 14-Oct-22 | 14-Oct-22 | Kempt Road | NS | Mileage | 3 | | | | \$ 1.53 |



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| Source | Claim/Invoice/Statement Date | Purpose | Start Date | End Date | Destination | Province | Expense Type | KM | Meals | Accom. | Other | Total |
|--|------------------------------|---------------------------|------------|-----------|--|----------|--------------------------------|-----|----------|-----------|----------|-----------|
| Expense Claim | 31-Oct-22 | Business Event | 16-Oct-22 | 17-Oct-22 | Central Ave., Inverness | NS | Mileage/Tolls/Incidental | 690 | | | \$ 7.50 | \$ 359.40 |
| Expense Claim | 31-Oct-22 | Business Event | 18-Oct-22 | 18-Oct-22 | Barrington Street | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 31-Oct-22 | College Mtg | 19-Oct-22 | 19-Oct-22 | Grafton St. | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 31-Oct-22 | Board Meeting | 20-Oct-22 | 20-Oct-22 | Annapolis Valley Campus | NS | Mileage/Tolls | 308 | | | \$ 2.50 | \$ 159.58 |
| Expense Claim | 31-Oct-22 | College Event | 26-Oct-22 | 26-Oct-22 | Kingstec | NS | Mileage/Tolls | 216 | | | \$ 2.50 | \$ 112.66 |
| Expense Claim | 31-Oct-22 | Business Event | 26-Oct-22 | 26-Oct-22 | Brownlow Ave | NS | Mileage/Tolls | 16 | | | \$ 2.50 | \$ 10.66 |
| Expense Claim | 31-Oct-22 | Business event | 27-Oct-22 | 27-Oct-22 | Wyse Rd. | NS | Mileage/Tolls | 10 | | | \$ 2.50 | \$ 7.60 |
| Expense Claim | 31-Oct-22 | Business Mtg | 28-Oct-22 | 28-Oct-22 | Upper Water Street | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 31-Oct-22 | College Event | 28-Oct-22 | 28-Oct-22 | Akerley Campus | NS | Mileage/Tolls | 24 | | | \$ 2.50 | \$ 14.74 |
| Expense Claim | 31-Oct-22 | Business Mtg | 31-Oct-22 | 31-Oct-22 | Demone St | NS | Mileage | 3 | | | | \$ 1.53 |
| Reviewed by Internal Auditor: <i>Ben Spence</i> | | | | | | | | | | | | |
| Credit Card | 7-Nov-22 | Business Event | 7-Oct-22 | 7-Oct-22 | Marginal Road | NS | Parking | | | | \$ 4.00 | \$ 4.00 |
| Credit Card | 7-Nov-22 | College Mtgs | 11-Oct-22 | 13-Oct-22 | Shore Rd. Digby | NS | Accommodations/Meals | | \$ 84.60 | \$ 600.30 | | \$ 684.90 |
| Credit Card | 7-Nov-22 | Business Event | 18-Oct-22 | 18-Oct-22 | Barrington Street | NS | Parking | | | | \$ 4.55 | \$ 4.55 |
| Credit Card | 7-Nov-22 | College Mtg | 19-Oct-22 | 19-Oct-22 | Grafton St. | NS | Parking | | | | \$ 28.50 | \$ 28.50 |
| Credit Card | 7-Nov-22 | Business Mtg | 28-Oct-22 | 28-Oct-22 | Upper Water Street | NS | Parking | | | | \$ 9.00 | \$ 9.00 |
| Credit Card | 7-Nov-22 | Business Event | 3-Nov-22 | 3-Nov-22 | Argyle St. | NS | Parking | | | | \$ 6.00 | \$ 6.00 |
| Credit Card | 7-Nov-22 | Business Event | 4-Nov-22 | 4-Nov-22 | Bedford Highway | NS | Parking | | | | \$ 3.00 | \$ 3.00 |
| Reviewed by Internal Auditor: <i>Ben Spence</i> | | | | | | | | | | | | |
| Expense Claim | 28-Nov-22 | Business Event | 1-Nov-22 | 1-Nov-22 | Lumpkin Rd. | NS | Mileage | 8 | | | | \$ 4.08 |
| Expense Claim | 28-Nov-22 | Business Event | 3-Nov-22 | 3-Nov-22 | Argyle St. | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 28-Nov-22 | Business Event | 4-Nov-22 | 4-Nov-22 | Bedford Highway | NS | Mileage | 6 | | | | \$ 3.06 |
| Expense Claim | 28-Nov-22 | College Event | 7-Nov-22 | 7-Nov-22 | Pictou Campus | NS | Mileage/Bridge Tolls | 324 | | | \$ 2.50 | \$ 167.74 |
| Expense Claim | 28-Nov-22 | Business Mtg | 8-Nov-22 | 8-Nov-22 | Demone St | NS | Mileage | 4 | | | | \$ 2.04 |
| Expense Claim | 28-Nov-22 | Business Event | 9-Nov-22 | 9-Nov-22 | Marginal Road | NS | Mileage | 12 | | | | \$ 6.12 |
| Expense Claim | 28-Nov-22 | Business Mtg | 10-Nov-22 | 10-Nov-22 | Upper Water Street | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 28-Nov-22 | Business Mtgs | 15-Nov-22 | 15-Nov-22 | Barrington Street | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 28-Nov-22 | Business Event | 15-Nov-22 | 15-Nov-22 | Robie St. | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 28-Nov-22 | Business Mtg | 16-Nov-22 | 16-Nov-22 | Ivany Campus | NS | Mileage/Bridge Tolls | 28 | | | \$ 2.50 | \$ 16.78 |
| Expense Claim | 28-Nov-22 | Business Mtg | 17-Nov-22 | 17-Nov-22 | Barrington Street | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 28-Nov-22 | Business Event | 21-Nov-22 | 21-Nov-22 | Spring Garden Rd. | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 28-Nov-22 | Business Event | 22-Nov-22 | 22-Nov-22 | Argyle St. | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 28-Nov-22 | College Mtgs | 23-Nov-22 | 25-Nov-22 | Truro, Strait & Marconi Campus | NS | Mileage/Bridge Tolls/Overnight | 849 | | | \$ 12.50 | \$ 445.49 |
| Expense Claim | 28-Nov-22 | College Mtg | 28-Nov-22 | 28-Nov-22 | Ivany Campus | NS | Mileage/Bridge Tolls | 28 | | | \$ 2.50 | \$ 16.78 |
| Reviewed by Internal Auditor: <i>Ben Spence</i> | | | | | | | | | | | | |
| Credit Card | 6-Dec-22 | Business Mtg | 9-Nov-22 | 9-Nov-22 | Marginal Road | NS | Parking | | | | \$ 6.00 | \$ 6.00 |
| Credit Card | 6-Dec-22 | Business Mtg | 15-Nov-22 | 15-Nov-22 | Barrington Street | NS | Parking | | | | \$ 12.50 | \$ 12.50 |
| Credit Card | 6-Dec-22 | Business Mtg | 17-Nov-22 | 17-Nov-22 | Barrington Street | NS | Parking | | | | \$ 11.25 | \$ 11.25 |
| Credit Card | 6-Dec-22 | Business Mtg | 17-Nov-22 | 17-Nov-22 | Barrington Street | NS | Parking | | | | \$ 5.25 | \$ 5.25 |
| Credit Card | 6-Dec-22 | Business Mtg | 21-Nov-22 | 21-Nov-22 | Spring Garden Rd. | NS | Parking | | | | \$ 6.00 | \$ 6.00 |
| Credit Card | 6-Dec-22 | Business Mtg | 22-Nov-22 | 22-Nov-22 | Argyle St. | NS | Parking | | | | \$ 16.00 | \$ 16.00 |
| Credit Card | 6-Dec-22 | Business Mtg | 22-Nov-22 | 22-Nov-22 | Argyle St. | NS | Parking | | | | \$ 2.50 | \$ 2.50 |
| Credit Card | 6-Dec-22 | College Mtgs | 23-Nov-22 | 25-Nov-22 | Truro, Strait & Marconi Campus | NS | Receipted Meals/Accommodations | | \$ 52.50 | \$ 328.44 | | \$ 380.94 |
| Credit Card | 6-Dec-22 | Business Mtg | 1-Dec-22 | 2-Dec-22 | Cape Breton | NS | Accommodations | | | \$ 147.80 | | \$ 147.80 |
| Credit Card | 6-Dec-22 | Business Mtg | 5-Dec-22 | 5-Dec-22 | Argyle St. | NS | Parking | | | | \$ 16.50 | \$ 16.50 |
| Reviewed by Internal Auditor: <i>Ben Spence</i> | | | | | | | | | | | | |
| Expense Claim | 15-Dec-22 | College Mtgs/Business Mtg | 1-Dec-22 | 2-Dec-22 | Cape Breton | NS | Mileage/Tolls/Overnight | 798 | | | \$ 7.50 | \$ 414.48 |
| Expense Claim | 15-Dec-22 | Business Mtgs | 5-Dec-22 | 5-Dec-22 | Lower Water St., Argyle St., Upper Water St. | NS | Mileage | 30 | | | | \$ 15.30 |
| Expense Claim | 15-Dec-22 | Business Event | 6-Dec-22 | 6-Dec-22 | Argyle St. | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 15-Dec-22 | College Mtg | 12-Dec-22 | 12-Dec-22 | Ivany Campus | NS | Mileage/Tolls | 28 | | | \$ 2.50 | \$ 16.78 |



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|---|------------------------------|-------------------|------------|-----------|--------------------------------------|----------|------------------------------|-----|----------|-----------|-----------|-----------|
| Expense Claim | 15-Dec-22 | College Mtg | 14-Dec-22 | 14-Dec-22 | Akerley Campus | NS | Mileage/Tolls | 24 | | | \$ 2.50 | \$ 14.74 |
| Expense Claim | 15-Dec-22 | College Mtg | 15-Dec-22 | 15-Dec-22 | Akerley Campus | NS | Mileage/Tolls | 24 | | | \$ 2.50 | \$ 14.74 |
| Reviewed by Internal Auditor: <i>Bruce Spores</i> | | | | | | | | | | | | |
| Credit Card | 6-Jan-23 | Business Event | 6-Dec-22 | 6-Dec-22 | Argyle St. | NS | Parking | | | | \$ 9.00 | \$ 9.00 |
| Reviewed by Internal Auditor: <i>Bruce Spores</i> | | | | | | | | | | | | |
| Expense Claim | 31-Jan-23 | Business Mtg | 9-Jan-23 | 9-Jan-23 | Lacewood Dr. | NS | Mileage | 9 | | | | \$ 4.59 |
| Expense Claim | 31-Jan-23 | Business Mtg | 10-Jan-23 | 10-Jan-23 | Commercial St., Truro | NS | Mileage/Tolls | 95 | | | \$ 2.50 | \$ 50.95 |
| Expense Claim | 31-Jan-23 | Business Mtg | 11-Jan-23 | 11-Jan-23 | Lovett Lake Court | NS | Mileage | 16 | | | | \$ 8.16 |
| Expense Claim | 31-Jan-23 | Business Mtg | 12-Jan-23 | 12-Jan-23 | Summer St. | NS | Mileage | 9 | | | | \$ 4.59 |
| Expense Claim | 31-Jan-23 | College Mtgs | 13-Jan-23 | 13-Jan-23 | Lunenburg Campus | NS | Mileage | 212 | | | | \$ 108.12 |
| Expense Claim | 31-Jan-23 | Business Event | 16-Jan-23 | 16-Jan-23 | Oxford St. | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 31-Jan-23 | Business Mtg | 17-Jan-23 | 17-Jan-23 | Ralston Ave. | NS | Mileage/Tolls | 14 | | | \$ 2.50 | \$ 9.64 |
| Expense Claim | 31-Jan-23 | Business Mtg | 17-Jan-23 | 17-Jan-23 | Barrington St. | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 31-Jan-23 | Business Mtg | 18-Jan-23 | 18-Jan-23 | Shubie Dr. | NS | Mileage/Tolls | 20 | | | \$ 2.50 | \$ 12.70 |
| Expense Claim | 31-Jan-23 | Business Mtg | 19-Jan-23 | 19-Jan-23 | Akerley Blvd. | NS | Mileage/Tolls | 18 | | | \$ 2.50 | \$ 11.68 |
| Expense Claim | 31-Jan-23 | College Mtgs | 23-Jan-23 | 25-Jan-23 | Burridge Campus/Shelburne Campus | NS | Mileage/Overnight Incidental | 610 | | | \$ 10.00 | \$ 321.10 |
| Expense Claim | 31-Jan-23 | College Mtgs | 26-Jan-23 | 27-Jan-23 | Esplanade, Sydney | NS | Mileage/Tolls/Overnight | 800 | | | \$ 7.50 | \$ 415.50 |
| Expense Claim | 31-Jan-23 | Business Mtg | 31-Jan-23 | 31-Jan-23 | Granville St. | NS | Mileage | 10 | | | | \$ 5.10 |
| Reviewed by Internal Auditor: <i>Bruce Spores</i> | | | | | | | | | | | | |
| Credit Card | 6-Feb-23 | Business Mtg | 12-Jan-23 | 12-Jan-23 | Summer St. | NS | Parking | | | | \$ 6.00 | \$ 6.00 |
| Credit Card | 6-Feb-23 | Business Mtg | 17-Jan-23 | 17-Jan-23 | Barrington St. | NS | Parking | | | | \$ 11.25 | \$ 11.25 |
| Credit Card | 6-Feb-23 | College Mtgs | 23-Jan-23 | 25-Jan-23 | Yarmouth | NS | Meals/Accommodations | | \$ 28.79 | \$ 259.90 | | \$ 288.69 |
| Credit Card | 6-Feb-23 | College Mtgs | 26-Jan-23 | 27-Jan-23 | Sydney, Cape Breton | NS | Meals/Accommodations | | \$ 73.37 | \$ 162.82 | | \$ 236.19 |
| Credit Card | 6-Feb-23 | Business Mtg | 31-Jan-23 | 31-Jan-23 | Granville St. | NS | Parking | | | | \$ 10.50 | \$ 10.50 |
| Credit Card | 6-Feb-23 | Conference Travel | 22-Apr-23 | 26-Apr-23 | Montreal | QC | Airfare | | | | \$ 263.53 | \$ 263.53 |
| Reviewed by Internal Auditor: <i>Bruce Spores</i> | | | | | | | | | | | | |
| Expense Claim | 22-Feb-23 | Business Mtg | 10-Jan-23 | 10-Jan-23 | Commercial St., Truro | NS | Mileage | 95 | | | | \$ 48.45 |
| Expense Claim | 22-Feb-23 | College Event | 7-Feb-23 | 7-Feb-23 | Ivany Campus | NS | Mileage/Tolls | 28 | | | \$ 2.50 | \$ 16.78 |
| Expense Claim | 22-Feb-23 | Business Mtg | 7-Feb-23 | 7-Feb-23 | Upper Water Street | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 22-Feb-23 | Business Mtg | 8-Feb-23 | 8-Feb-23 | Grafton St./Herring Cove Rd. | NS | Mileage | 20 | | | | \$ 10.20 |
| Expense Claim | 22-Feb-23 | Business Mtg | 13-Feb-23 | 13-Feb-23 | Ralston Ave. | NS | Mileage/Tolls | 14 | | | \$ 2.50 | \$ 9.64 |
| Expense Claim | 22-Feb-23 | Business Mtg | 17-Feb-23 | 17-Feb-23 | Upper Water Street | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 22-Feb-23 | Business Mtgs | 21-Feb-23 | 21-Feb-23 | University Avenue, Wolfville | NS | Mileage/Tolls | 177 | | | \$ 2.50 | \$ 92.77 |
| Expense Claim | 22-Feb-23 | Business Mtg | 22-Feb-23 | 22-Feb-23 | Granville St. | NS | Mileage | 10 | | | | \$ 5.10 |
| Reviewed by Internal Auditor: <i>Bruce Spores</i> | | | | | | | | | | | | |
| Credit Card | 6-Mar-23 | Business Mtg | 8-Feb-23 | 8-Feb-23 | Grafton St. | NS | Parking | | | | \$ 6.50 | \$ 6.50 |
| Credit Card | 6-Mar-23 | Business Mtg | 17-Feb-23 | 17-Feb-23 | Upper Water Street | NS | Parking | | | | \$ 13.50 | \$ 13.50 |
| Credit Card | 6-Mar-23 | Business Mtg | 22-Feb-23 | 22-Feb-23 | Granville St. | NS | Parking | | | | \$ 12.50 | \$ 12.50 |
| Reviewed by Internal Auditor: <i>Bruce Spores</i> | | | | | | | | | | | | |
| Expense Claim | 6-Mar-23 | Business Mtg | 2-Mar-23 | 2-Mar-23 | Dellridge Lane | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 6-Mar-23 | Business Mtgs | 6-Mar-23 | 6-Mar-23 | Highfield Park Drive/Starboard Drive | NS | Mileage/Tolls | 27 | | | \$ 2.50 | \$ 16.27 |
| Reviewed by Internal Auditor: <i>Bruce Spores</i> | | | | | | | | | | | | |



D. Bureaux - President, Hospitality Report (2022-2023)

| Source | Claim/Invoice/Statement Date | Purpose | Start Date | End Date | Destination | Province | Expense Type | Meals | Other | Total |
|--|------------------------------|---------------|------------|-----------|--|----------|----------------------------|-------------|-------|-------------|
| Credit Card | 6-May-22 | Board Mtg | 21-Apr-22 | 21-Apr-22 | Akerley Campus | NS | Receipted Meal (25 people) | \$ 2,156.25 | | \$ 2,156.25 |
| Credit Card | 6-May-22 | Business Mtg | 22-Apr-22 | 22-Apr-22 | Upper Water St. | NS | Receipted Meal (2 people) | \$ 92.65 | | \$ 92.65 |
| Credit Card | 6-May-22 | Business Mtg | 28-Apr-22 | 28-Apr-22 | Leeds St. | NS | Receipted Meal (2 people) | \$ 4.35 | | \$ 4.35 |
| Credit Card | 6-May-22 | Business Mtg | 2-May-22 | 2-May-22 | Kempt Rd. | NS | Receipted Meal (2 people) | \$ 31.35 | | \$ 31.35 |
| Credit Card | 6-May-22 | Business Mtg | 3-May-22 | 3-May-22 | Leeds St. | NS | Receipted Meal (2 people) | \$ 4.15 | | \$ 4.15 |
| Reviewed by Internal Auditor: <i>Ben Spores</i> | | | | | | | | | | |
| Credit Card (EE) | 6-May-22 | Business Mtg | 19-Apr-22 | 19-Apr-22 | Leeds St. | NS | Receipted Meal (2 people) | \$ 60.23 | | \$ 60.23 |
| Credit Card (EE) | 6-May-22 | Business Mtgs | 22-Apr-22 | 22-Apr-22 | Leeds St. | NS | Receipted Meal (4 people) | \$ 19.99 | | \$ 19.99 |
| Reviewed by Internal Auditor: <i>Ben Spores</i> | | | | | | | | | | |
| Credit Card | 6-Jun-22 | College Mtg | 9-May-22 | 11-May-22 | Membertou, Cape Breton | NS | Receipted Meal (4 people) | \$ 144.23 | | \$ 144.23 |
| Reviewed by Internal Auditor: <i>Ben Spores</i> | | | | | | | | | | |
| Credit Card | 8-Aug-22 | Business Mtg | 20-Jul-22 | 20-Jul-22 | Kempt Rd. | NS | Receipted Meal (2 people) | \$ 45.71 | | \$ 45.71 |
| Credit Card | 8-Aug-22 | Business Mtg | 5-Aug-22 | 5-Aug-22 | Larry Uteck | NS | Receipted Meal (2 people) | \$ 9.37 | | \$ 9.37 |
| Reviewed by Internal Auditor: <i>Ben Spores</i> | | | | | | | | | | |
| Credit Card | 6-Sep-22 | Business Mtg | 17-Aug-22 | 17-Aug-22 | Kempt Rd. | NS | Receipted Meal (2 people) | \$ 35.40 | | \$ 35.40 |
| Credit Card | 6-Sep-22 | Business Mtg | 31-Aug-22 | 31-Aug-22 | Larry Uteck | NS | Receipted Meal (2 people) | \$ 8.22 | | \$ 8.22 |
| Reviewed by Internal Auditor: <i>Ben Spores</i> | | | | | | | | | | |
| Credit Card | 6-Oct-22 | College Mtgs | 6-Sep-22 | 8-Sep-22 | Sydney, Cape Breton | NS | Receipted Meals (3 people) | \$ 86.76 | | \$ 86.76 |
| Credit Card | 6-Oct-22 | Business Mtg | 14-Sep-22 | 14-Sep-22 | Barrington St | NS | Receipted Meal (2 people) | \$ 30.99 | | \$ 30.99 |
| Credit Card | 6-Oct-22 | Business Mtg | 15-Sep-22 | 15-Sep-22 | Upper Water St. | NS | Receipted Meal (2 people) | \$ 79.58 | | \$ 79.58 |
| Credit Card | 6-Oct-22 | Business Mtg | 16-Sep-22 | 16-Sep-22 | Leeds St. | NS | Receipted Meal (2 people) | \$ 3.75 | | \$ 3.75 |
| Credit Card | 6-Oct-22 | College Mtg | 22-Sep-22 | 22-Sep-22 | Bedford Hwy | NS | Receipted Meal (2 people) | \$ 8.17 | | \$ 8.17 |
| Credit Card | 6-Oct-22 | Business Mtg | 23-Sep-22 | 23-Sep-22 | Larry Uteck | NS | Receipted Meal (2 people) | \$ 10.52 | | \$ 10.52 |
| Credit Card | 6-Oct-22 | Business Mtg | 28-Sep-22 | 28-Sep-22 | Upper Water St. | NS | Receipted Meal (2 people) | \$ 38.35 | | \$ 38.35 |
| Credit Card | 6-Oct-22 | Board Event | 5-Oct-22 | 5-Oct-22 | Windsor St. | NS | Receipted Meal (13 people) | \$ 1,081.22 | | \$ 1,081.22 |
| Reviewed by Internal Auditor: <i>Ben Spores</i> | | | | | | | | | | |
| Credit Card | 7-Nov-22 | Business Mtg | 14-Oct-22 | 14-Oct-22 | Kempt Rd. | NS | Receipted Meal (2 people) | \$ 38.23 | | \$ 38.23 |
| Credit Card | 7-Nov-22 | Business Mtg | 28-Oct-22 | 28-Oct-22 | Upper Water Street | NS | Receipted Meal (2 people) | \$ 97.10 | | \$ 97.10 |
| Credit Card | 7-Nov-22 | Business Mtg | 2-Nov-22 | 2-Nov-22 | Leeds St. | NS | Receipted Meal (2 people) | \$ 3.40 | | \$ 3.40 |
| Reviewed by Internal Auditor: <i>Ben Spores</i> | | | | | | | | | | |
| Credit Card | 6-Dec-22 | Business Mtg | 7-Nov-22 | 7-Nov-22 | Pictou | NS | Receipted Meal (2 people) | \$ 60.38 | | \$ 60.38 |
| Credit Card | 6-Dec-22 | Business Mtg | 10-Nov-22 | 10-Nov-22 | Upper Water St. | NS | Receipted Meal (2 people) | \$ 47.40 | | \$ 47.40 |
| Credit Card | 6-Dec-22 | College Mtg | 25-Nov-22 | 25-Nov-22 | Cape Breton | NS | Receipted Meal (3 people) | \$ 67.23 | | \$ 67.23 |
| Reviewed by Internal Auditor: <i>Ben Spores</i> | | | | | | | | | | |
| Credit Card | 6-Jan-23 | Business Mtg | 5-Dec-22 | 5-Dec-22 | Argyle St. | NS | Receipted Meal (2 people) | \$ 70.39 | | \$ 70.39 |
| Credit Card | 6-Jan-23 | College Mtg | 20-Dec-22 | 20-Dec-22 | Leeds St. | NS | Receipted Meal (4 people) | \$ 67.74 | | \$ 67.74 |
| Reviewed by Internal Auditor: <i>Ben Spores</i> | | | | | | | | | | |
| Credit Card (EE) | 6-Jan-23 | Business Mtg | 19-Dec-22 | 19-Dec-22 | Leeds St. (Coffee/Cream for guests mtg onsite) | NS | Receipted Meal | \$ 14.98 | | \$ 14.98 |
| Reviewed by Internal Auditor: <i>Ben Spores</i> | | | | | | | | | | |
| Credit Card | 6-Feb-23 | Business Mtg | 9-Jan-23 | 9-Jan-23 | Lacewood Dr. | NS | Receipted Meal (2 people) | \$ 47.60 | | \$ 47.60 |
| Credit Card | 6-Feb-23 | College Mtgs | 23-Jan-23 | 25-Jan-23 | Yarmouth | NS | Receipted Meal (2 people) | \$ 51.95 | | \$ 51.95 |
| Reviewed by Internal Auditor: <i>Ben Spores</i> | | | | | | | | | | |



D. Bureaux - President, Hospitality Report (2022-2023)

| Source | Claim/Invoice/Statement Date | Purpose | Start Date | End Date | Destination | Province | Expense Type | Meals | Other | Total |
|-------------------------------|------------------------------|---------------------|------------|-----------|-----------------|----------|---------------------------|----------|-------|----------|
| Credit Card | 6-Mar-23 | Business Mtg | 7-Feb-23 | 7-Feb-23 | Upper Water St. | NS | Receipted Meal (2 people) | \$ 65.50 | | \$ 65.50 |
| Credit Card | 6-Mar-23 | Business Mtg | 17-Feb-23 | 17-Feb-23 | Upper Water St. | NS | Receipted Meal (2 people) | \$ 89.50 | | \$ 89.50 |
| Reviewed by Internal Auditor: | | <i>Brian Spence</i> | | | | | | | | |



J.Provov - Vice President Academic, Travel Report (2022-2023)

| Source | Claim/Invoice/Statement Date | Purpose | Start Date | End Date | Destination | Province | Expense Type | KM | Meals | Accom. | Other | Total |
|--|------------------------------|------------------|------------|-----------|---------------------------------|----------|--|------|-----------|-----------|-----------|-------------|
| Christabell's Credit Card | 6-Apr-22 | Conference | 30-May-22 | 2-Jun-22 | Banff | NS | Flight | | | | \$ 976.59 | \$ 976.59 |
| Reviewed by Internal Auditor: <i>Banff Spaces</i> | | | | | | | | | | | | |
| Expense Claim | 27-Apr-22 | Board Meeting | 21-Apr-22 | 21-Apr-22 | Ivany Campus and Akerley Campus | NS | Mileage/Bridge | 32 | | | \$ 2.50 | \$ 17.54 |
| Expense Claim | 27-Apr-22 | Conference | 25-Apr-22 | 27-Apr-22 | Argyle Street, Halifax | NS | Mileage/Parking | 30 | | | \$ 105.00 | \$ 119.10 |
| Reviewed by Internal Auditor: <i>Banff Spaces</i> | | | | | | | | | | | | |
| Expense Claim | 3-Jun-22 | Business Meeting | 3-May-22 | 3-May-22 | Argyle Street, Halifax | NS | Mileage/Parking | 10 | | | \$ 6.00 | \$ 10.70 |
| Expense Claim | 3-Jun-22 | Business Meeting | 4-May-22 | 4-May-22 | Argyle Street, Halifax | NS | Mileage/Parking | 10 | | | \$ 12.50 | \$ 17.20 |
| Expense Claim | 3-Jun-22 | College Event | 19-May-22 | 19-May-22 | South Park Street, Halifax | NS | Mileage/Parking | 9 | | | \$ 12.00 | \$ 16.23 |
| Expense Claim | 3-Jun-22 | Conference | 30-May-22 | 3-Jun-22 | Banff | AB | Taxi/Meals/Incidentals | | \$ 285.00 | | \$ 94.75 | \$ 379.75 |
| Reviewed by Internal Auditor: <i>Banff Spaces</i> | | | | | | | | | | | | |
| Credit Card | 6-Jun-22 | Conference | 30-May-22 | 3-Jun-22 | Banff | AB | Accommodations/Taxi | | | \$ 951.72 | \$ 65.00 | \$ 1,016.72 |
| Reviewed by Internal Auditor: <i>Banff Spaces</i> | | | | | | | | | | | | |
| Expense Claim | 23-Jun-22 | Convocations | 6-Jun-22 | 17-Jun-22 | All Campuses | NS | Mileage/Fuel/Tolls/Incidentals/Accommodations//Meals | 248 | \$ 170.00 | \$ 139.15 | \$ 251.89 | \$ 687.52 |
| Expense Claim | 23-Jun-22 | Business Event | 14-Jun-22 | 14-Jun-22 | Argyle Street, Halifax | NS | Mileage/Parking | 10 | | | \$ 12.50 | \$ 17.60 |
| Expense Claim | 23-Jun-22 | Business Event | 22-Jun-22 | 22-Jun-22 | Argyle Street, Halifax | NS | Mileage/Parking | 10 | | | \$ 16.00 | \$ 21.10 |
| Expense Claim | 23-Jun-22 | College Event | 23-Jun-22 | 23-Jun-22 | Truro Campus | NS | Mileage/Tolls | 198 | | | \$ 2.50 | \$ 103.48 |
| Reviewed by Internal Auditor: <i>Banff Spaces</i> | | | | | | | | | | | | |
| Credit Card | 6-Jul-22 | Convocations | 6-Jun-22 | 17-Jun-22 | All Campuses | NS | Accommodations/Rental Car | | | \$ 279.18 | \$ 265.12 | \$ 544.30 |
| Reviewed by Internal Auditor: <i>Banff Spaces</i> | | | | | | | | | | | | |
| Expense Claim | 28-Oct-22 | College Event | 13-Sep-22 | 13-Sep-22 | Akerley Campus | NS | Mileage/Tolls | 24 | | | \$ 2.50 | \$ 14.74 |
| Expense Claim | 28-Oct-22 | College Event | 5-Oct-22 | 5-Oct-22 | Windsor Street, Halifax | NS | Mileage | 5 | | | | \$ 2.55 |
| Expense Claim | 28-Oct-22 | College Event | 6-Oct-22 | 7-Oct-22 | Burridge Campus | NS | Fuel/Incidental/Meals | | \$ 50.00 | | \$ 66.03 | \$ 116.03 |
| Expense Claim | 28-Oct-22 | College Event | 11-Oct-22 | 13-Oct-22 | Digby | NS | Fuel/Incidentals/Accommodations/Meals | | \$ 50.00 | \$ 324.30 | \$ 66.85 | \$ 441.15 |
| Expense Claim | 28-Oct-22 | College Event | 20-Oct-22 | 20-Oct-22 | AVC | NS | Mileage | 305 | | | | \$ 155.55 |
| Expense Claim | 28-Oct-22 | College Event | 28-Oct-22 | 28-Oct-22 | Akerley Campus | NS | Mileage/Tolls | 24 | | | \$ 2.50 | \$ 14.74 |
| Reviewed by Internal Auditor: <i>Banff Spaces</i> | | | | | | | | | | | | |
| Direct Billed | 7-Oct-22 | College Event | 6-Oct-22 | 7-Oct-22 | Burridge Campus | NS | Accommodations | | | \$ 126.50 | | \$ 126.50 |
| Direct Billed | 8-Oct-22 | College Event | 6-Oct-22 | 7-Oct-22 | Burridge Campus | NS | Rental Car | | | | \$ 88.66 | \$ 88.66 |
| Direct Billed | 18-Oct-22 | College Event | 11-Oct-22 | 13-Oct-22 | Digby | NS | Rental Car | | | | \$ 133.00 | \$ 133.00 |
| Reviewed by Internal Auditor: <i>Banff Spaces</i> | | | | | | | | | | | | |
| Expense Claim | 16-Dec-22 | College Event | 16-Nov-22 | 16-Nov-22 | Ivany Campus | NS | Mileage/Tolls | 28 | | | \$ 2.50 | \$ 16.78 |
| Expense Claim | 16-Dec-22 | Business Event | 22-Nov-22 | 22-Nov-22 | Argyle Street, Halifax | NS | Mileage/Parking | 10 | | | \$ 10.00 | \$ 15.10 |
| Expense Claim | 16-Dec-22 | College Event | 25-Nov-22 | 25-Nov-22 | Upper Water Street, Halifax | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 16-Dec-22 | College Event | 14-Dec-22 | 14-Dec-22 | Akerley Campus | NS | Mileage/Tolls | 24 | | | \$ 2.50 | \$ 14.74 |
| Expense Claim | 16-Dec-22 | College Event | 15-Dec-22 | 15-Dec-22 | Akerley Campus | NS | Mileage/Tolls | 24 | | | \$ 2.50 | \$ 14.74 |
| Expense Claim | 16-Dec-22 | College Event | 16-Dec-22 | 16-Dec-22 | Lower Water Street, Halifax | NS | Taxi | | | | \$ 17.90 | \$ 17.90 |
| Reviewed by Internal Auditor: <i>Banff Spaces</i> | | | | | | | | | | | | |
| Credit Card | 6-Feb-23 | Conference | 22-Apr-23 | 26-Apr-23 | Montreal | QC | Flight | | | | \$ 736.28 | \$ 736.28 |
| Credit Card | 6-Feb-23 | College Meeting | 2-Feb-23 | 3-Feb-23 | COGS Campus | NS | Accommodations | | | \$ 205.85 | | \$ 205.85 |
| Reviewed by Internal Auditor: <i>Banff Spaces</i> | | | | | | | | | | | | |
| Expense Claim | 7-Feb-23 | College Meeting | 10-Jan-23 | 10-Jan-23 | Akerley Campus | NS | Mileage | 24 | | | | \$ 12.24 |
| Expense Claim | 7-Feb-23 | Business Meeting | 11-Jan-23 | 11-Jan-23 | Lovett Lake | NS | Mileage | 16 | | | | \$ 8.16 |
| Expense Claim | 7-Feb-23 | Business Meeting | 31-Jan-23 | 31-Jan-23 | Granville Street | NS | Mileage | 9 | | | | \$ 4.59 |
| Expense Claim | 7-Feb-23 | College Meeting | 2-Feb-23 | 3-Feb-23 | COGS Campus | NS | Meals and overnight incidental | | \$ 35.00 | | \$ 5.00 | \$ 40.00 |
| Expense Claim | 7-Feb-23 | College Meeting | 7-Feb-23 | 7-Feb-23 | Akerley Campus | NS | Mileage | 28 | | | | \$ 14.28 |
| Reviewed by Internal Auditor: <i>Banff Spaces</i> | | | | | | | | | | | | |
| Credit Card | 6-Mar-23 | Conference | 22-Apr-23 | 26-Apr-23 | Montreal | QC | Accommodation | | | \$ 320.11 | | \$ 320.11 |
| Reviewed by Internal Auditor: <i>Banff Spaces</i> | | | | | | | | | | | | |
| Expense Claim | 31-Mar-23 | College Meeting | 10-Mar-23 | 10-Mar-23 | Ivany Campus | NS | Mileage | 16.4 | | | | \$ 8.36 |
| Expense Claim | 31-Mar-23 | Business Meeting | 20-Mar-23 | 20-Mar-23 | Barrington Street | NS | Mileage | 8.6 | | | | \$ 4.39 |
| Expense Claim | 31-Mar-23 | College Meeting | 22-Mar-23 | 22-Mar-23 | Brownlow Avenue | NS | Mileage | 15.6 | | | | \$ 7.96 |
| Expense Claim | 31-Mar-23 | College Meeting | 31-Mar-23 | 31-Mar-23 | Ivany Campus | NS | Mileage | 16.4 | | | | \$ 8.36 |
| Reviewed by Internal Auditor: <i>Banff Spaces</i> | | | | | | | | | | | | |



J.Provoe - Vice President Academic, Hospitality Report (2022-2023)

| Source | Claim/Invoice/Statement Date | Purpose | Start Date | End Date | Destination | Province | Expense Type | Meals | Other | Total |
|-------------|------------------------------|----------------|------------|-----------|-------------------------|----------|---------------|-----------|-------|-----------|
| Credit Card | 6-Jun-22 | Business Event | 26-May-22 | 26-May-22 | Lacewood Drive, Halifax | NS | Received Meal | \$ 115.60 | | \$ 115.60 |

Reviewed by Internal Auditor: *Bruce Spence*



L. Hartwell - VP Campuses & Communities - Travel Report (2022 - 2023)

| Source | Claim/Invoice/Statement Date | Purpose | Start Date | End Date | Destination | Province | Expense Type | KM | Meals | Accom. | Other | Total |
|---|------------------------------|---|------------|-----------|-----------------------------|----------|-------------------------------------|-----|----------|-----------|-----------|-----------|
| Expense Claim | 19-May-22 | College/Business Meetings | 09-May-22 | 11-May-22 | Membertou, Sydney | NS | Overnight Incidental | | | | \$ 10.00 | \$ 10.00 |
| Expense Claim | 19-May-22 | Business Event/College Mtg | 19-May-22 | 19-May-22 | Marginal Road | NS | Mileage/Parking | 13 | | | \$ 12.00 | \$ 18.11 |
| Reviewed by Internal Auditor: Credit Card | 6-Jun-22 | <i>Bun Spore</i> College/Business Meetings | 09-May-22 | 11-May-22 | Membertou, Sydney | NS | Accommodations | | | \$ 278.72 | | \$ 278.72 |
| Reviewed by Internal Auditor: Expense Claim | 8-Jun-22 | <i>Bun Spore</i> College Meetings | 08-Jun-22 | 08-Jun-22 | Truro, Pictou | NS | Mileage | 324 | | | | \$ 165.24 |
| Reviewed by Internal Auditor: Expense Claim (D. Simlett) | 8-Jul-22 | <i>Bun Spore</i> College Meetings | 06-Jul-22 | 08-Jul-22 | Sydney | NS | Rental Car/Fuel | | | | \$ 640.39 | \$ 640.39 |
| Reviewed by Internal Auditor: Credit Card | 8-Aug-22 | <i>Bun Spore</i> College Meetings | 06-Jul-22 | 08-Jul-22 | Sydney | NS | Accommodations | | | \$ 295.60 | | \$ 295.60 |
| Credit Card | 8-Aug-22 | <i>Bun Spore</i> College Meetings | 12-Jul-22 | 12-Jul-22 | Truro, Pictou | NS | Rental Car/Fuel | | | | \$ 274.26 | \$ 274.26 |
| Reviewed by Internal Auditor: Credit Card | 6-Oct-22 | <i>Bun Spore</i> College Meetings | 07-Sep-22 | 07-Sep-22 | Halifax, Lower Water Street | NS | Parking | | | | \$ 27.00 | \$ 27.00 |
| Reviewed by Internal Auditor: Expense Claim | 20-Oct-22 | <i>Bun Spore</i> College Meetings | 11-Oct-22 | 13-Oct-22 | Digby | NS | Mileage/Meals/Overnight Incidentals | 458 | \$ 50.00 | | \$ 10.00 | \$ 293.58 |
| Expense Claim | 20-Oct-22 | <i>Bun Spore</i> College Meetings | 19-Oct-22 | 19-Oct-22 | Grafton Street | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 20-Oct-22 | <i>Bun Spore</i> College Meetings | 20-Oct-22 | 20-Oct-22 | Middleton | NS | Mileage | 308 | | | | \$ 157.08 |
| Reviewed by Internal Auditor: Credit Card | 7-Nov-22 | <i>Bun Spore</i> College Meetings | 11-Oct-22 | 13-Oct-22 | Digby | NS | Accommodations | | | \$ 322.00 | | \$ 322.00 |
| Reviewed by Internal Auditor: Credit Card | 6-Dec-22 | <i>Bun Spore</i> Business Event | 22-Nov-22 | 22-Nov-22 | Halifax, Argyle Street | NS | Parking | | | | \$ 14.50 | \$ 14.50 |
| Reviewed by Internal Auditor: Expense Claim | 13-Jan-23 | <i>Bun Spore</i> College Meetings | 13-Jan-23 | 13-Jan-23 | Middleton | NS | Mileage | 308 | | | | \$ 157.08 |
| Reviewed by Internal Auditor: Credit Card | 6-Feb-23 | <i>Bun Spore</i> Business Event | 22-Apr-23 | 26-Apr-23 | Montreal | QC | Airfare | | | | \$ 579.88 | \$ 579.88 |
| Reviewed by Internal Auditor: Expense Claim | 27-Mar-23 | <i>Bun Spore</i> College Meetings | 09-Mar-23 | 10-Mar-23 | Port Hawkesbury/Pictou | NS | Mileage/Meals/Overnight Incidentals | 531 | \$ 25.00 | | \$ 5.00 | \$ 300.81 |
| Expense Claim | 27-Mar-23 | <i>Bun Spore</i> Business Event | 26-Mar-23 | 27-Mar-23 | Digby | NS | Mileage/Meals | 466 | \$ 35.00 | | | \$ 272.66 |
| Reviewed by Internal Auditor: Credit Card | 6-Mar-23 | <i>Bun Spore</i> Business Event | 22-Apr-23 | 26-Apr-23 | Montreal | QC | Accommodations | | | \$ 320.11 | | \$ 320.11 |
| Reviewed by Internal Auditor: Credit Card | 6-Apr-23 | <i>Bun Spore</i> College Meetings | 09-Mar-23 | 10-Mar-23 | Port Hawkesbury/Pictou | NS | Accommodations | | | \$ 175.64 | | \$ 175.64 |
| Credit Card | 6-Apr-23 | <i>Bun Spore</i> Business Meetings | 26-Mar-23 | 27-Mar-23 | Digby | NS | Accommodations | | | \$ 178.25 | | \$ 178.25 |
| Reviewed by Internal Auditor: | | <i>Bun Spore</i> | | | | | | | | | | |



L. Hartwell, VP Campuses & Communities - Hospitality Report (2022 - 2023)

| Source | Claim/Invoice/Statement Date | Purpose | Start Date | End Date | Destination | Province | Expense Type | Meals | Other | Total |
|-------------------------------|------------------------------|-------------------|------------|-----------|-------------|----------|---------------------------|----------|-------|----------|
| Expense Claim | 24-Aug-22 | Business Meeting | 24-Aug-22 | 24-Aug-22 | Dartmouth | NS | Receipted Meal (2 people) | \$ 41.40 | | \$ 41.40 |
| Reviewed by Internal Auditor: | | <i>Ben Spores</i> | | | | | | | | |
| Credit Card | 6-Mar-23 | College Meeting | 16-Feb-23 | 16-Feb-23 | Truro | NS | Receipted Meal (2 people) | \$ 48.00 | | \$ 48.00 |
| Reviewed by Internal Auditor: | | <i>Ben Spores</i> | | | | | | | | |



A. Burke - VP College Services, Travel Report (2022-2023)

| Source | Claim/Invoice/Statement Date | Purpose | Start Date | End Date | Destination | Province | Expense Type | KM | Meals | Accom. | Other | Total |
|---|------------------------------|------------------|------------|-----------|-----------------------------|----------|---------------------------------|-----|-----------|-----------|-----------|-----------|
| Expense Claim | 28-Jun-22 | Business Event | 24-Jun-22 | 28-Jun-22 | Kakeside Road, Morell | PE | Mileage/Incidentals/Meals/Tolls | 722 | \$ 110.00 | | \$ 70.25 | \$ 548.47 |
| Reviewed by Internal Auditor: <i>Burke Spence</i> | | | | | | | | | | | | |
| Expense Claim | 13-Sep-22 | Conference | 7-Sep-22 | 7-Sep-22 | Upper Water Street, Halifax | NS | Mileage | 9 | | | | \$ 4.59 |
| Expense Claim | 13-Sep-22 | College Meeting | 9-Sep-22 | 9-Sep-22 | Vernon Street, Halifax | NS | Mileage | 8 | | | | \$ 4.08 |
| Expense Claim | 13-Sep-22 | College Meeting | 13-Sep-22 | 13-Sep-22 | Akerley Campus | NS | Mileage/Tolls | 24 | | | \$ 2.50 | \$ 14.74 |
| Reviewed by Internal Auditor: <i>Burke Spence</i> | | | | | | | | | | | | |
| Expense Claim | 28-Oct-22 | Business Event | 5-Oct-22 | 5-Oct-22 | Windsor Steet, Halifax | NS | Mileage | 9 | | | | \$ 4.59 |
| Expense Claim | 28-Oct-22 | Fall Convocation | 6-Oct-22 | 6-Oct-22 | Akerley Campus | NS | Mileage/Tolls | 24 | | | \$ 2.50 | \$ 14.74 |
| Expense Claim | 28-Oct-22 | College Meeting | 11-Oct-22 | 13-Oct-22 | Digby | NS | Mileage/Meals/Incidentals | 460 | \$ 85.00 | | \$ 10.00 | \$ 329.60 |
| Expense Claim | 28-Oct-22 | College Meeting | 19-Oct-22 | 19-Oct-22 | Grafton Street, Halifax | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 28-Oct-22 | Business Meeting | 27-Oct-22 | 28-Oct-22 | Robie Street, Halifax | NS | Mileage | 22 | | | | \$ 11.22 |
| Reviewed by Internal Auditor: <i>Burke Spence</i> | | | | | | | | | | | | |
| Expense Claim | 28-Nov-22 | Business Dinner | 22-Nov-22 | 22-Nov-22 | Argyle Street, Halifax | NS | Mileage | 10 | | | | \$ 5.10 |
| Expense Claim | 28-Nov-22 | College Meeting | 28-Nov-22 | 28-Nov-22 | Ivany Campus | NS | Mileage/Tolls | 28 | | | \$ 2.50 | \$ 16.78 |
| Reviewed by Internal Auditor: <i>Burke Spence</i> | | | | | | | | | | | | |
| Credit Card | 7-Nov-22 | College Meeting | 11-Oct-22 | 13-Oct-22 | Digby | NS | Accomodations | | | \$ 600.30 | | \$ 600.30 |
| Credit Card | 7-Nov-22 | College Meeting | 19-Oct-22 | 19-Oct-22 | Grafton Street, Halifax | NS | Parking | | | | \$ 28.50 | \$ 28.50 |
| Credit Card | 7-Nov-22 | Board Meeting | 20-Oct-22 | 20-Oct-22 | Annapolis Valley Campus | NS | Fuel for Rental Car | | | | \$ 43.18 | \$ 43.18 |
| Reviewed by Internal Auditor: <i>Burke Spence</i> | | | | | | | | | | | | |
| Direct Billed | 21-Oct-22 | Board Meeting | 20-Oct-22 | 20-Oct-22 | Annapolis Valley Campus | NS | Rental Car | | | | \$ 43.18 | \$ 43.18 |
| Reviewed by Internal Auditor: <i>Burke Spence</i> | | | | | | | | | | | | |
| Credit Card | 6-Dec-22 | Business Event | 22-Nov-22 | 22-Nov-22 | Grafton Street, Halifax | NS | Parking | | | | \$ 14.00 | \$ 14.00 |
| Reviewed by Internal Auditor: <i>Burke Spence</i> | | | | | | | | | | | | |
| Expense Claim | 15-Dec-22 | College Meeting | 5-Dec-22 | 5-Dec-22 | Ivany Campus | NS | Mileage/Tolls | 28 | | | \$ 2.50 | \$ 16.78 |
| Expense Claim | 15-Dec-22 | Business Event | 6-Dec-22 | 6-Dec-22 | Grafton Street, Halifax | NS | Mileage/Parking | 10 | | | \$ 14.00 | \$ 19.10 |
| Expense Claim | 15-Dec-22 | College Meeting | 12-Dec-22 | 12-Dec-22 | Ivany Campus | NS | Mileage/Tolls | 28 | | | \$ 2.50 | \$ 16.78 |
| Expense Claim | 15-Dec-22 | Board Meeting | 14-Dec-22 | 15-Dec-22 | Akerley Campus | NS | Mileage/Tolls | 48 | | | \$ 5.00 | \$ 29.48 |
| Reviewed by Internal Auditor: <i>Burke Spence</i> | | | | | | | | | | | | |
| Credit Card | 6-Feb-23 | College Meeting | 2-Feb-23 | 2-Feb-23 | Cumberland Campus (Amherst) | NS | Fuel for Rental Car/Rental Car | | | | \$ 99.72 | \$ 99.72 |
| Reviewed by Internal Auditor: <i>Burke Spence</i> | | | | | | | | | | | | |
| Expense Claim | 28-Feb-23 | College Meeting | 22-Feb-23 | 22-Feb-23 | Granville Street, Halifax | NS | Mileage | 9 | | | | \$ 4.59 |
| Expense Claim | 28-Feb-23 | Conference | 21-Apr-23 | 27-Apr-23 | Montreal | QC | Airfare | | | | \$ 547.67 | \$ 547.67 |
| Reviewed by Internal Auditor: <i>Burke Spence</i> | | | | | | | | | | | | |
| Credit Card | 6-Apr-23 | Conference | 8-May-23 | 11-May-23 | Toronto | ON | Airfare | | | | \$ 844.84 | \$ 844.84 |
| Reviewed by Internal Auditor: <i>Burke Spence</i> | | | | | | | | | | | | |



A. Burke - VP College Services, Hospitality Report (2022-2023)

| Source | Claim/Invoice/Statement Date | Purpose | Start Date | End Date | Destination | Province | Expense Type | Meals | Other | Total |
|-------------------------------|------------------------------|---------------------|------------|----------|------------------------|----------|-------------------------|-------------|-------|-------------|
| Credit Card | 7-Nov-22 | Business Event | 6-Dec-22 | 6-Dec-22 | Argyle Street, Halifax | NS | Event Table (10 people) | \$ 1,250.00 | | \$ 1,250.00 |
| Reviewed by Internal Auditor: | | <i>Bruce Spence</i> | | | | | | | | |
| Credit Card | 6-Feb-23 | College Meeting | 3-Feb-23 | 3-Feb-23 | IT Campus | NS | Catering | \$ 69.40 | | \$ 69.40 |
| Reviewed by Internal Auditor: | | <i>Bruce Spence</i> | | | | | | | | |



G. Barrett - Chief Financial Officer, Travel Report (2022-2023)

| Source | Claim/Invoice/Statement Date | Purpose | Start Date | End Date | Destination | Province | Expense Type | KM | Meals | Accom. | Other | Total |
|--|------------------------------|-----------------|------------|-----------|-----------------------------|----------|--------------------------------|------|----------|-----------|-----------|-----------|
| Expense Claim | 20-Oct-22 | Business Event | 7-Sep-22 | 7-Sep-22 | Upper Water Street, Halifax | NS | Mileage/Parking | 8.8 | | | \$ 36.00 | \$ 40.49 |
| Expense Claim | 20-Oct-22 | Board Event | 5-Oct-22 | 5-Oct-22 | Windsor Street, Halifax | NS | Mileage | 5.4 | | | | \$ 2.75 |
| Expense Claim | 20-Oct-22 | College Meeting | 11-Oct-22 | 13-Oct-22 | Digby | NS | Mileage/Meals/Accom/Incidental | 444 | \$ 75.00 | \$ 322.00 | \$ 10.00 | \$ 633.44 |
| Expense Claim | 20-Oct-22 | College Meeting | 19-Oct-22 | 19-Oct-22 | Upper Water Street, Halifax | NS | Mileage/Parking | 9.2 | | | \$ 28.50 | \$ 33.19 |
| Expense Claim | 20-Oct-22 | College Meeting | 20-Oct-22 | 20-Oct-22 | Bedford | NS | Mileage | 30.4 | | | | \$ 15.50 |
| Reviewed by Internal Auditor: <i>Ben Spores</i> | | | | | | | | | | | | |
| Expense Claim | 15-Dec-22 | Business Event | 7-Nov-22 | 7-Nov-22 | Bedford Highway | NS | Mileage | 6.2 | | | | \$ 3.16 |
| Expense Claim | 15-Dec-22 | Business Event | 22-Nov-22 | 22-Nov-22 | Argyle St., Halifax | NS | Mileage/Parking | 9.2 | | | \$ 16.50 | \$ 21.19 |
| Expense Claim | 15-Dec-22 | College Meeting | 5-Dec-22 | 5-Dec-22 | Ivany Campus | NS | Mileage/Bridge | 28 | | | \$ 2.50 | \$ 16.78 |
| Expense Claim | 15-Dec-22 | Business Event | 6-Dec-22 | 6-Dec-22 | Argyle St., Halifax | NS | Mileage/Parking | 9.2 | | | \$ 12.00 | \$ 16.69 |
| Expense Claim | 15-Dec-22 | Business Event | 7-Dec-22 | 7-Dec-22 | Argyle St., Halifax | NS | Mileage/Parking | 9.2 | | | \$ 6.00 | \$ 10.69 |
| Expense Claim | 15-Dec-22 | College Meeting | 12-Dec-22 | 12-Dec-22 | Ivany Campus | NS | Mileage/Bridge | 28 | | | \$ 2.50 | \$ 16.78 |
| Expense Claim | 15-Dec-22 | Board Event | 14-Dec-22 | 14-Dec-22 | Akerley Campus | NS | Mileage/Bridge | 24 | | | \$ 2.50 | \$ 14.74 |
| Expense Claim | 15-Dec-22 | Board Event | 15-Dec-22 | 15-Dec-22 | Akerley Campus | NS | Mileage/Bridge | 24 | | | \$ 2.50 | \$ 14.74 |
| Reviewed by Internal Auditor: <i>Ben Spores</i> | | | | | | | | | | | | |
| Expense Claim | 7-Feb-23 | Business Event | 7-Feb-23 | 7-Feb-23 | Akerley Campus | NS | Mileage/Parking | 28 | | | \$ 2.00 | \$ 16.28 |
| Reviewed by Internal Auditor: <i>Ben Spores</i> | | | | | | | | | | | | |
| Expense Claim | 22-Feb-23 | Conference | 22-Apr-23 | 26-Apr-23 | Montreal | QC | Airfare | | | | \$ 644.28 | \$ 644.28 |
| Expense Claim | 22-Feb-23 | Conference | 7-May-23 | 11-May-23 | Toronto | ON | Airfare | | | | \$ 480.29 | \$ 480.29 |
| Expense Claim | 22-Feb-23 | Business Event | 22-Feb-23 | 22-Feb-23 | Argyle St., Halifax | NS | Mileage/Parking | 9 | | | \$ 12.50 | \$ 17.09 |
| Reviewed by Internal Auditor: <i>Ben Spores</i> | | | | | | | | | | | | |



G. Barrett - Chief Financial Officer, Hospitality Report (2022-2023)

| Source | Claim/Invoice/Statement Date | Purpose | Start Date | End Date | Destination | Province | Expense Type | Meals | Other | Total |
|-------------------------------|------------------------------|-------------------|------------|-----------|------------------------|----------|---------------------------|----------|-------|----------|
| Expense Claim | 20-Oct-22 | College Meeting | 30-Aug-22 | 30-Aug-22 | Demone Street, Halifax | NS | Receipted Meal (2 People) | \$ 34.61 | | \$ 34.61 |
| Reviewed by Internal Auditor: | | <i>Ben Spores</i> | | | | | | | | |



M. Foster, Vice President and CFO, College Services, Travel Report (2022-2023)

| Source | Claim/Invoice/Statement Date | Purpose | Start Date | End Date | Destination | Province | Expense Type | KM | Meals | Accom. | Other | Total |
|---|------------------------------|------------------|------------|-----------|--|----------|---------------------------------|-----|----------|-----------|----------|-----------|
| Travel Claim | 28-Apr-22 | Business Meeting | 11-Apr-22 | 11-Apr-22 | Terminal Road, Halifax | NS | Mileage and Parking | 12 | | | \$ 7.00 | \$ 12.64 |
| Travel Claim | 28-Apr-22 | Business Meeting | 12-Apr-22 | 12-Apr-22 | Lower Water Street, Halifax | NS | Mileage and Parking | 10 | | | \$ 6.00 | \$ 10.70 |
| Travel Claim | 28-Apr-22 | College Meeting | 21-Apr-22 | 21-Apr-22 | Ivany Campus, ITC, Ivany Campus | NS | Mileage and Bridge | 28 | | | \$ 1.25 | \$ 14.41 |
| Travel Claim | 28-Apr-22 | Business Meeting | 24-Apr-22 | 24-Apr-22 | Granville Street, Halifax (Sunday travel) | NS | Mileage and Bridge | 36 | | | \$ 2.50 | \$ 19.42 |
| Travel Claim | 28-Apr-22 | Business Meeting | 26-Apr-22 | 26-Apr-22 | Argyle Street, Halifax | NS | Mileage and Parking | 10 | | | \$ 8.00 | \$ 12.70 |
| Travel Claim | 28-Apr-22 | Business Meeting | 28-Apr-22 | 28-Apr-22 | Argyle Street, Halifax | NS | Mileage and Parking | 10 | | | \$ 12.50 | \$ 17.20 |
| Reviewed by Internal Auditor: <i>Ben Spores</i> | | | | | | | | | | | | |
| Travel Claim | 8-Jun-22 | Business Meeting | 16-May-22 | 16-May-22 | Lower Water Street, Halifax | NS | Mileage and Parking | 10 | | | \$ 7.00 | \$ 11.70 |
| Travel Claim | 8-Jun-22 | Business Meeting | 19-May-22 | 19-May-22 | Argyle Street, Halifax | NS | Mileage and Parking | 10 | | | \$ 6.30 | \$ 11.00 |
| Travel Claim | 8-Jun-22 | College Meeting | 19-May-22 | 19-May-22 | South Park Street, Halifax (evening event) | NS | Mileage, Bridge and Parking | 36 | | | \$ 14.50 | \$ 31.42 |
| Travel Claim | 8-Jun-22 | Business Meeting | 27-May-22 | 27-May-22 | Marginal Road, Halifax | NS | Mileage and Parking | 12 | | | \$ 4.00 | \$ 9.64 |
| Travel Claim | 8-Jun-22 | Business Meeting | 1-Jun-22 | 3-Jun-22 | Metaghan, Church Point | NS | Mileage, Accom., Meals, Ov.Inc. | 631 | \$ 30.00 | \$ 207.00 | \$ 10.00 | \$ 568.81 |
| Travel Claim | 8-Jun-22 | College Meeting | 8-Jun-22 | 8-Jun-22 | Lunenburg Campus | NS | Mileage and Meal | 198 | \$ 15.00 | | | \$ 115.98 |
| Reviewed by Internal Auditor: <i>Ben Spores</i> | | | | | | | | | | | | |
| Travel Claim | 28-Jul-22 | Business Meeting | 14-Jun-22 | 14-Jun-22 | Portland Street, Dartmouth | NS | Mileage, Bridge and Parking | 17 | | | \$ 7.50 | \$ 16.17 |
| Travel Claim | 28-Jul-22 | Business Meeting | 30-Jun-22 | 30-Jun-22 | Argyle Street, Halifax | NS | Mileage and Parking | 10 | | | \$ 8.50 | \$ 13.60 |
| Travel Claim | 28-Jul-22 | Business Meeting | 11-Jul-22 | 11-Jul-22 | Hollis Street, Halifax | NS | Mileage and Parking | 10 | | | \$ 6.00 | \$ 11.10 |
| Travel Claim | 28-Jul-22 | Business Meeting | 14-Jul-22 | 14-Jul-22 | Lower Water Street, Halifax | NS | Mileage and Parking | 11 | | | \$ 8.50 | \$ 14.11 |
| Travel Claim | 28-Jul-22 | Business Meeting | 26-Jul-22 | 26-Jul-22 | Kings Wharf Place, Dartmouth | NS | Mileage, Bridge and Parking | 17 | | | \$ 7.50 | \$ 16.17 |
| Travel Claim | 28-Jul-22 | Business Meeting | 28-Jul-22 | 28-Jul-22 | Argyle Street, Halifax | NS | Mileage and Bridge | 10 | | | \$ 16.00 | \$ 21.10 |
| Reviewed by Internal Auditor: <i>Ben Spores</i> | | | | | | | | | | | | |



M.Foster, Vice President and CFO, College Services - Hospitality Report (2022-2023)

| Source | Claim/Invoice/Statement Date | Purpose | Start Date | End Date | Destination | Province | Expense Type | Meals | Other | Total |
|--------------|------------------------------|-----------------|------------|-----------|------------------------|----------|----------------|-----------|-------|-----------|
| Travel Claim | 28-Jul-22 | College Meeting | 7-Jul-22 | 7-Jul-22 | Young Street, Halifax | NS | Receipted Meal | \$ 29.73 | | \$ 29.73 |
| Travel Claim | 28-Jul-22 | College Meeting | 21-Jul-22 | 21-Jul-22 | Robie Street, Halifax | NS | Receipted Meal | \$ 206.39 | | \$ 206.39 |
| Travel Claim | 28-Jul-22 | College Meeting | 27-Jul-22 | 27-Jul-22 | Morris Street, Halifax | NS | Receipted Meal | \$ 46.28 | | \$ 46.28 |

Reviewed by Internal Auditor: *Ben Sporis*