



D. Bureaux Travel Report (2019-2020)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	29-Apr-19	College Event	1-Apr-19	1-Apr-19	Cumberland Campus	NS	mileage/tolls	386			\$ 8.00	\$ 162.40
Travel Claim	29-Apr-19	Business Mtgs	3-Apr-19	3-Apr-19	Grafton St., Granville St., Lovet Lake Crt.	NS	mileage	34				\$ 13.60
Travel Claim	29-Apr-19	Business Mtg/College Event	4-Apr-19	4-Apr-19	Upper Water St., Akerley Campus	NS	mileage/tolls	33			\$ 2.00	\$ 15.20
Travel Claim	29-Apr-19	Business Mtgs	5-Apr-19	5-Apr-19	Brownlow Ave., Gravnville St., Pratt & Whitney Dr.	NS	mileage/tolls	80			\$ 4.00	\$ 36.00
Travel Claim	29-Apr-19	College Event	8-Apr-19	8-Apr-19	COGS	NS	mileage	180				\$ 72.00
Travel Claim	29-Apr-19	College Event	9-Apr-19	10-Apr-19	Cumberland, Moncton	NS/NB	mileage/tolls/overnight	608			\$ 13.00	\$ 256.20
Travel Claim	29-Apr-19	Business Event/Mtg	12-Apr-19	12-Apr-19	South Park St.	NS	mileage	10				\$ 4.00
Travel Claim	29-Apr-19	College/Business Mtgs	16-Apr-19	17-Apr-19	Reeves St., Church St.	NS	mileage/overnight	554			\$ 5.00	\$ 226.60
Travel Claim	29-Apr-19	College/Business Mtgs	18-Apr-19	18-Apr-19	Akerley Blvd, Akerley Campus	NS	mileage/tolls	30			\$ 2.00	\$ 14.00
Travel Claim	29-Apr-19	Business Mtgs	23-Apr-19	23-Apr-19	Barrington St.	NS	mileage	10				\$ 4.00
Travel Claim	29-Apr-19	Business Event	24-Apr-19	24-Apr-19	Treasure Dr.	NS	mileage	150				\$ 60.00
Travel Claim	29-Apr-19	College/Business Mtgs	25-Apr-19	25-Apr-19	Akerley Campus, Robie St.	NS	mileage/tolls	32			\$ 2.00	\$ 14.80
Travel Claim	29-Apr-19	Business Mtgs	29-Apr-19	29-Apr-19	Joseph Howe Dr., Salter St.	NS	mileage	19				\$ 7.60
Reviewed by Internal Auditor: <i>B. Spores</i>												
Credit Card	6-May-19	College Event	9-Apr-19	10-Apr-19	Cumberland, Moncton	NS/NB	receipted meals/accomodations		\$ 24.16	\$ 121.90		\$ 146.06
Credit Card	6-May-19	Business Mtgs	11-Apr-19	11-Apr-19	South Park St.	NS	parking				\$ 12.00	\$ 12.00
Credit Card	6-May-19	Business Mtgs	12-Apr-19	12-Apr-19	South Park St.	NS	parking				\$ 12.00	\$ 12.00
Credit Card	6-May-19	College/Business Mtgs	16-Apr-19	17-Apr-19	Reeves St., Church St.	NS	receipted meals/accomodations		\$ 33.54	\$ 174.78		\$ 208.32
Credit Card	6-May-19	Business Mtgs	23-Apr-19	23-Apr-19	Barrington St.	NS	parking				\$ 22.00	\$ 22.00
Credit Card	6-May-19	College Mtgs	30-May-19	1-Jun-19	Saint John's	NF	airfare				\$ 553.44	\$ 553.44
Credit Card	6-May-19	Business Mtgs	13-May-19	15-May-19	Ottawa	ON	airfare (applied credit)				\$ 115.00	\$ 115.00
Credit Card	6-May-19	Business Event	2-May-19	2-May-19	Argyle St.	NS	parking				\$ 20.50	\$ 20.50
Credit Card	6-May-19	Business Mtg	3-May-19	3-May-19	Upper Water St.	NS	parking				\$ 8.00	\$ 8.00
Credit Card	6-May-19	Conference	4-May-19	8-May-19	Niagara Falls	ON	receipted meals		\$ 95.93			\$ 95.93
Reviewed by Internal Auditor: <i>B. Spores</i>												
Travel Claim	1-Jun-19	College Event	11-Apr-19	11-Apr-19	South Park St.	NS	mileage	10				\$ 4.00
Travel Claim	1-Jun-19	College Mtgs	1-May-19	1-May-19	Brownlow Ave.	NS	mileage	16				\$ 6.40
Travel Claim	1-Jun-19	College/Business Mtgs	2-May-19	2-May-19	Brownlow Ave., Argyle St.	NS	mileage/tolls	25			\$ 2.00	\$ 12.00
Travel Claim	1-Jun-19	Business Mtg	3-May-19	3-May-19	Upper Water St.	NS	mileage	10				\$ 4.00
Travel Claim	1-Jun-19	Conference	4-May-19	8-May-19	Halifax Int. Airport (to Niagara Falls)	NS	mileage/overnight	116			\$ 20.00	\$ 66.40
Travel Claim	1-Jun-19	Business Event	9-May-19	10-May-19	Fredericton	NB	mileage/overnight	874			\$ 5.00	\$ 354.60
Travel Claim	1-Jun-19	Business Mtgs	13-May-19	15-May-19	Halifax Int. Airport (to Ottawa)	NS	mileage/overnight	70			\$ 10.00	\$ 38.00
Travel Claim	1-Jun-19	Business Mtg	16-May-19	16-May-19	Parker St.	NS	mileage/tolls	32			\$ 2.00	\$ 14.80
Travel Claim	1-Jun-19	College Mtg	22-May-19	22-May-19	Silver Dart Dr.	NS	mileage/tolls	68			\$ 2.00	\$ 29.20
Travel Claim	1-Jun-19	Business Mtg/College Event	23-May-19	23-May-19	Ivany, Truro	NS	mileage/tolls	230			\$ 4.00	\$ 96.00
Travel Claim	1-Jun-19	College Mtg	24-May-19	24-May-19	Kempt Rd.	NS	mileage	3				\$ 1.20
Travel Claim	1-Jun-19	College/Business Event	27-May-19	27-May-19	Lower Water St., Marginal Rd.	NS	mileage	23				\$ 9.20
Travel Claim	1-Jun-19	Business Mtg.	28-May-19	28-May-19	St. Margaret's Bay Rd.	NS	mileage	55				\$ 22.00
Travel Claim	1-Jun-19	Business Events	29-May-19	29-May-19	Hollis St., Prospect Rd., Upper Water St.	NS	mileage	34				\$ 13.60
Travel Claim	1-Jun-19	Business Events	30-May-19	30-May-19	Marginal Rd.	NS	mileage	12				\$ 4.80
Travel Claim	1-Jun-19	Business Mtgs	30-May-19	1-Jun-19	Halifax Int. Airport (to Saint John's)	NS	mileage/overnight/tolls	116			\$ 11.00	\$ 57.40
Reviewed by Internal Auditor: <i>B. Spores</i>												
Credit Card	6-Jun-19	Business Mtgs	4-May-19	8-May-19	Niagara Falls	ON	receipted meals		\$ 83.61			\$ 83.61
Credit Card	6-Jun-19	Conference	4-May-19	8-May-19	Niagara Falls	ON	meals/accom./parking/fuel/rental		\$ 32.51	\$ 678.51	\$ 640.94	\$ 1,351.96
Credit Card	6-Jun-19	Business Event	9-May-19	10-May-19	Fredericton	NB	accom./meals/parking		\$ 29.22	\$ 217.35	\$ 14.95	\$ 261.52
Credit Card	6-Jun-19	Business Mtgs	13-May-19	15-May-19	Ottawa (applied flight credit)	ON	meals/accom./taxi/airfare		\$ 118.96	\$ 648.72	\$ 124.83	\$ 892.51
Credit Card	6-Jun-19	College Event	27-May-19	27-May-19	Lower Water St.	NS	parking				\$ 9.00	\$ 9.00
Credit Card	6-Jun-19	Business Mtg	29-May-19	29-May-19	Upper Water St.	NS	parking				\$ 12.00	\$ 12.00
Credit Card	6-Jun-19	Business Mtg	29-May-19	29-May-19	Hollis St.	NS	parking				\$ 10.50	\$ 10.50
Credit Card	6-Jun-19	Business Event	30-May-19	30-May-19	Upper Water St.	NS	parking				\$ 8.00	\$ 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
Credit Card	6-Jun-19	Business Mtgs	30-May-19	1-Jun-19	Saint John's	NF	meals/accom./taxi/parking		\$ 101.99	\$ 305.10	\$ 100.00	\$ 507.09
Reviewed by Internal Auditor: <i>B. Spence</i>												
Travel Claim	26-Jun-19	Business Mtg	3-Jun-19	3-Jun-19	Wolfville	NS	mileage	32				\$ 12.80
Travel Claim	26-Jun-19	College Mtg	5-Jun-19	5-Jun-19	Shelburne	NS	mileage	422				\$ 168.80
Travel Claim	26-Jun-19	Business Mtgs	6-Jun-19	6-Jun-19	Barrington St. X 2	NS	mileage	16				\$ 6.40
Travel Claim	26-Jun-19	Business/College Mtgs	7-Jun-19	7-Jun-19	Barrington St. / Truro	NS	mileage/tolls	206			\$ 2.00	\$ 84.40
Travel Claim	26-Jun-19	Convocation/College Event	10-Jun-19	11-Jun-19	Bridgewater, Shelburne	NS	mileage/overnight	308			\$ 5.00	\$ 128.20
Travel Claim	26-Jun-19	Convocation	11-Jun-19	12-Jun-19	Burridge, Middleton	NS	mileage/overnight	396			\$ 5.00	\$ 163.40
Travel Claim	26-Jun-19	Convocation	12-Jun-19	13-Jun-19	Truro, Cumberland	NS	mileage/overnight/tolls	181			\$ 13.00	\$ 85.40
Travel Claim	26-Jun-19	Convocation	13-Jun-19	14-Jun-19	Port Hawkesbury, Sydney	NS	mileage/overnight	308			\$ 5.00	\$ 128.20
Travel Claim	26-Jun-19	Convocation	14-Jun-19	14-Jun-19	Sydney, Membertou	NS	mileage	402				\$ 160.80
Travel Claim	26-Jun-19	Convocation	17-Jun-19	17-Jun-19	Bedford Hwy	NS	mileage	8				\$ 3.20
Travel Claim	26-Jun-19	Convocation	18-Jun-19	18-Jun-19	Bedford Hwy	NS	mileage	8				\$ 3.20
Travel Claim	26-Jun-19	Convocation	19-Jun-19	19-Jun-19	Bedford Hwy	NS	mileage	8				\$ 3.20
Travel Claim	26-Jun-19	Convocation	20-Jun-19	20-Jun-19	Bedford Hwy	NS	mileage	8				\$ 3.20
Travel Claim	26-Jun-19	Convocation	21-Jun-19	21-Jun-19	Kingstec	NS	mileage	60				\$ 24.00
Travel Claim	26-Jun-19	Business Mtg	25-Jun-19	25-Jun-19	Fairfax Dr.	NS	mileage	12				\$ 4.80
Travel Claim	26-Jun-19	Business Mtgs	26-Jun-19	26-Jun-19	Barrington St., Lower Water St.	NS	mileage	10				\$ 4.00
Reviewed by Internal Auditor: <i>B. Spence</i>												
Credit Card	8-Jul-19	Business Mtg	6-Jun-19	6-Jun-19	Barrington St. X 2	NS	parking				\$ 18.00	\$ 18.00
Credit Card	8-Jul-19	Business Mtg.	7-Jun-19	7-Jun-19	Barrington St.	NS	parking				\$ 5.25	\$ 5.25
Credit Card	8-Jul-19	Convocations	10-Jun-19	14-Jun-19	Burridge, COGS, Truro, Cumb., Port Hawk., Sydney	NS	meals/accomodations		\$ 108.34	\$ 496.46		\$ 604.80
Credit Card	8-Jul-19	Business Mtgs	26-Jun-19	26-Jun-19	Barrington St., Lower Water St.	NS	parking				\$ 28.00	\$ 28.00
Credit Card	8-Jul-19	Business Mtg	2-Jul-19	2-Jul-19	Argyle St.	NS	parking				\$ 10.50	\$ 10.50
Credit Card	8-Jul-19	Business Conference	2-Jul-19	7-Jul-19	Wallace, Market St	NS	receipted meals		\$ 24.28			\$ 24.28
Reviewed by Internal Auditor: <i>B. Spence</i>												
Travel Claim	18-Jul-19	Business Mtg	2-Jul-19	2-Jul-19	Argyle St.	NS	mileage	10				\$ 4.00
Travel Claim	18-Jul-19	Business Mtg/Conference	2-Jul-19	7-Jul-19	Wallace, Market St	NS	mileage/overnight/tolls	426			\$ 27.00	\$ 197.40
Travel Claim	18-Jul-19	College Mtg.	15-Jul-19	15-Jul-19	Gottigen St.	NS	mileage	5				\$ 2.00
Travel Claim	18-Jul-19	Business Mtg.	17-Jul-19	17-Jul-19	Upper Water St.	NS	mileage	8				\$ 3.20
Travel Claim	18-Jul-19	College Event	18-Jul-19	18-Jul-19	COGS	NS	mileage	244				\$ 97.60
Reviewed by Internal Auditor: <i>B. Spence</i>												
Credit Card	6-Aug-19	Business Mtg.	7-Jul-19	7-Jul-19	Argyle St.	NS	parking				\$ 8.00	\$ 8.00
Credit Card	6-Aug-19	Business Mtg.	17-Jul-19	17-Jul-19	Upper Water St.	NS	parking				\$ 20.00	\$ 20.00
Credit Card	6-Aug-19	Business Mtg.	31-Jul-19	31-Jul-19	Truro	NS	receipted meal		\$ 11.35			\$ 11.35
Credit Card	6-Aug-19	College Mtg.	2-Aug-19	2-Aug-19	Esplanade St., Sydney	NS	receipted meal		\$ 11.23			\$ 11.23
Reviewed by Internal Auditor: <i>B. Spence</i>												
Travel Claim	29-Aug-19	College/Foundation Mtg.	31-Jul-19	31-Jul-19	Truro	NS	mileage	198				\$ 79.20
Travel Claim	29-Aug-19	College Announcement	2-Aug-19	2-Aug-19	Esplanade St., Sydney	NS	mileage	798				\$ 319.20
Travel Claim	29-Aug-19	Business Mtgs	6-Aug-19	6-Aug-19	Upper Water St.	NS	mileage	10				\$ 4.00
Travel Claim	29-Aug-19	Business Mtgs.	7-Aug-19	7-Aug-19	Parker St.	NS	mileage/tolls	26			\$ 2.00	\$ 12.40
Travel Claim	29-Aug-19	College Mtgs.	19-Aug-19	20-Aug-19	Kent St.	PE	mileage/overnight	653			\$ 5.00	\$ 266.20
Travel Claim	29-Aug-19	Foundation/College Mtgs.	21-Aug-19	23-Aug-19	Oxford, Shore Rd, Digby	NS	mileage/overnight	691			\$ 10.00	\$ 286.40
Travel Claim	29-Aug-19	Business Mtg.	26-Aug-19	26-Aug-19	Upper Water St.	NS	mileage	10				\$ 4.00
Travel Claim	29-Aug-19	Business Event	27-Aug-19	27-Aug-19	South Park St.	NS	mileage	10				\$ 4.00
Travel Claim	29-Aug-19	Business Mtgs.	28-Aug-19	28-Aug-19	Fairfax St., Upper Water St.	NS	mileage	20				\$ 8.00
Travel Claim	29-Aug-19	Business Event	29-Aug-19	29-Aug-19	Argyle St.	NS	mileage	10				\$ 4.00
Reviewed by Internal Auditor: <i>B. Spence</i>												
Credit Card	6-Sep-19	Business Mtg.	6-Aug-19	6-Aug-19	Upper Water St.	NS	parking				\$ 12.00	\$ 12.00
Credit Card	6-Sep-19	Business Mtg.	19-Aug-19	20-Aug-19	Charlottetown	PE	receipted meals/accomodations/tolls		\$ 64.59	\$ 201.77	\$ 47.75	\$ 314.11



D. Bureaux Travel Report (2019-2020)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card	6-Sep-19	College Mtgs.	21-Aug-19	23-Aug-19	Shore Rd., Digby	NS	receipted meals/accomodations		\$ 69.45	\$ 356.50		\$ 425.95
Credit Card	6-Sep-19	Business Mtg.	26-Aug-19	26-Aug-19	Upper Water St.	NS	parking				\$ 8.00	\$ 8.00
Credit Card	6-Sep-19	Business Mtg.	28-Aug-19	28-Aug-19	Upper Water St.	NS	parking				\$ 8.00	\$ 8.00
Credit Card	6-Sep-19	Business Event	29-Aug-19	29-Aug-19	Argyle St.	NS	parking				\$ 8.00	\$ 8.00
Reviewed by Internal Auditor: <i>Brian Sparrow</i>												
Travel Claim	30-Sep-19	Business Mtg	3-Sep-19	3-Sep-19	Main St. Antigonish	NS	mileage/tolls	428			\$ 2.00	\$ 173.20
Travel Claim	30-Sep-19	Business Mtg	4-Sep-19	4-Sep-19	Falmouth Back Rd.	NS	mileage	20				\$ 8.00
Travel Claim	30-Sep-19	Business Mtg	5-Sep-19	5-Sep-19	Spring Garden Rd.	NS	mileage	10				\$ 4.00
Travel Claim	30-Sep-19	Business Mtg	10-Sep-19	10-Sep-19	Argyle St.	NS	mileage	10				\$ 4.00
Travel Claim	30-Sep-19	Business Mtg/Business Event	11-Sep-19	11-Sep-19	Gangway Rd., Pier 21	NS	mileage	17				\$ 6.80
Travel Claim	30-Sep-19	Business Mtg	12-Sep-19	12-Sep-19	Parker St.	NS	mileage/tolls	24			\$ 2.00	\$ 11.60
Travel Claim	30-Sep-19	Business Mtg	17-Sep-19	17-Sep-19	Barrington St.	NS	mileage	10				\$ 4.00
Travel Claim	30-Sep-19	Business Event	21-Sep-19	21-Sep-19	Dalhousie	NS	mileage (weekend)	164				\$ 65.60
Travel Claim	30-Sep-19	College Event/Business Mtgs	23-Sep-19	23-Sep-19	Ivany, Barrington St., Young St.	NS	mileage/tolls	32			\$ 2.00	\$ 14.80
Travel Claim	30-Sep-19	College Mtg	24-Sep-19	24-Sep-19	Pictou	NS	mileage/tolls	324			\$ 2.00	\$ 131.60
Travel Claim	30-Sep-19	Business Mtg	25-Sep-19	25-Sep-19	Hollis St.	NS	mileage	10				\$ 4.00
Travel Claim	30-Sep-19	Business Mtg	26-Sep-19	26-Sep-19	Hollis St.	NS	mileage	10				\$ 4.00
Travel Claim	30-Sep-19	Business/College Mtgs	27-Sep-19	27-Sep-19	Coburg, Granville, Kempt, Bedford	NS	mileage/toll	36			\$ 1.00	\$ 15.40
Travel Claim	30-Sep-19	College Mtg	30-Sep-19	30-Sep-19	Strait	NS	mileage	550				\$ 220.00
Reviewed by Internal Auditor: <i>Brian Sparrow</i>												
Credit Card	7-Oct-19	Business Mtg	5-Sep-19	5-Sep-19	Spring Garden Rd.	NS	parking				\$ 4.00	\$ 4.00
Credit Card	7-Oct-19	Business Mtg	10-Sep-19	10-Sep-19	Argyle St.	NS	parking				\$ 4.00	\$ 4.00
Credit Card	7-Oct-19	Business Mtg	16-Sep-19	16-Sep-19	Upper Water St.	NS	parking				\$ 8.00	\$ 8.00
Credit Card	7-Oct-19	Business Mtg	17-Sep-19	17-Sep-19	Barrington St.	NS	parking				\$ 5.25	\$ 5.25
Credit Card	7-Oct-19	Business Mtg	23-Sep-19	23-Sep-19	Barrington St.	NS	parking				\$ 8.50	\$ 8.50
Credit Card	7-Oct-19	Business Mtg	25-Sep-19	25-Sep-19	Hollis St.	NS	parking				\$ 8.50	\$ 8.50
Credit Card	7-Oct-19	Business Mtg	26-Sep-19	26-Sep-19	Hollis St.	NS	parking				\$ 8.50	\$ 8.50
Credit Card	7-Oct-19	Business Mtg.	27-Sep-19	27-Sep-19	Granville St.	NS	parking				\$ 5.25	\$ 5.25
Credit Card	7-Oct-19	Business Event	2-Oct-19	2-Oct-19	Argyle St.	NS	parking				\$ 28.50	\$ 28.50
Reviewed by Internal Auditor: <i>Brian Sparrow</i>												
Travel Claim	31-Oct-19	Business Mtg	16-Sep-19	16-Sep-19	Upper Water St.	NS	mileage	10				\$ 4.00
Travel Claim	31-Oct-19	Business Event	1-Oct-19	1-Oct-19	Treasure Drive, Chester	NS	mileage	148				\$ 59.20
Travel Claim	31-Oct-19	Business Event	2-Oct-19	2-Oct-19	Argyle St.	NS	mileage	10				\$ 4.00
Travel Claim	31-Oct-19	Business Event	5-Oct-19	5-Oct-19	Treasure Drive, Chester	NS	mileage (weekend)	140				\$ 56.00
Travel Claim	31-Oct-19	College Event	9-Oct-19	9-Oct-19	Lacewood Dr.	NS	mileage	10				\$ 4.00
Travel Claim	31-Oct-19	Foundation Mtg	11-Oct-19	11-Oct-19	Market St.	NS	mileage	10				\$ 4.00
Travel Claim	31-Oct-19	College Mtgs	15-Oct-19	15-Oct-19	Hollis St., Barrington, Lower Water St.	NS	mileage/parking	12			\$ 3.00	\$ 7.80
Travel Claim	31-Oct-19	Business Event	16-Oct-19	16-Oct-19	Marginal Rd.	NS	mileage	12				\$ 4.80
Travel Claim	31-Oct-19	Business Mtg	17-Oct-19	17-Oct-19	Argyle St. (2 trips)	NS	mileage	20				\$ 8.00
Travel Claim	31-Oct-19	College Mtg	18-Oct-19	18-Oct-19	Barrington St.	NS	mileage	10				\$ 4.00
Travel Claim	31-Oct-19	Business Event	20-Oct-19	20-Oct-19	Hubbards	NS	mileage (weekend)	180				\$ 72.00
Travel Claim	31-Oct-19	Business/College Mtgs	23-Oct-19	23-Oct-19	Sackville, NB, Cumberland Campus	NS	mileage	433				\$ 173.20
Travel Claim	31-Oct-19	Business MTgs	25-Oct-19	25-Oct-19	Hollis St., Akerley Campus	NS	mileage/tolls	34			\$ 2.00	\$ 15.60
Travel Claim	31-Oct-19	College Event	26-Oct-19	26-Oct-19	Truro Campus	NS	mileage (weekend)	284				\$ 113.60
Travel Claim	31-Oct-19	College Mtg	28-Oct-19	28-Oct-19	Akerley Campus	NS	mileage/tolls	24			\$ 2.00	\$ 11.60
Travel Claim	31-Oct-19	College Mtg	29-Oct-19	29-Oct-19	Akerley Campus, Barrington St.	NS	mileage/tolls	34			\$ 2.00	\$ 15.60
Travel Claim	31-Oct-19	Business Mtgs	30-Oct-19	30-Oct-19	Airport, Argyle St.	NS	mileage/tolls	78			\$ 2.00	\$ 33.20
Travel Claim	31-Oct-19	Business Mtgs	31-Oct-19	31-Oct-19	Akerley Campus, Upper Water St.	NS	mileage/tolls	34			\$ 2.00	\$ 15.60
Reviewed by Internal Auditor: <i>Brian Sparrow</i>												



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Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card	6-Nov-19	Business Mtg	11-Oct-19	11-Oct-19	Market St.	NS	parking				\$ 4.00	\$ 4.00
Credit Card	6-Nov-19	College Mtgs	15-Oct-19	15-Oct-19	Hollis St., Barrington, Lower Water St.	NS	parking				\$ 33.25	\$ 33.25
Credit Card	6-Nov-19	Business Event	16-Oct-19	16-Oct-19	Marginal Rd.	NS	parking				\$ 10.00	\$ 10.00
Credit Card	6-Nov-19	Business Mtg/Event	17-Oct-19	17-Oct-19	Argyle St.	NS	parking				\$ 26.50	\$ 26.50
Credit Card	6-Nov-19	College Mtg	18-Oct-19	18-Oct-19	Barrington St.	NS	parking				\$ 6.50	\$ 6.50
Credit Card	6-Nov-19	Business Mtg	25-Oct-19	25-Oct-19	Hollis St.	NS	parking				\$ 8.50	\$ 8.50
Credit Card	6-Nov-19	College Mtg	29-Oct-19	29-Oct-19	Barrington St.	NS	parking				\$ 10.50	\$ 10.50
Credit Card	6-Nov-19	Business Mtgs	30-Oct-19	30-Oct-19	Airport, Argyle St.	NS	parking				\$ 16.00	\$ 16.00
Credit Card	6-Nov-19	Business Mtg	31-Oct-19	31-Oct-19	Upper Water St.	NS	parking				\$ 8.00	\$ 8.00
Credit Card	6-Nov-19	Business Mtg	5-Nov-19	5-Nov-19	Argyle St.	NS	parking				\$ 6.50	\$ 6.50
Reviewed by Internal Auditor: <i>B. Spence</i>												
Travel Claim	29-Nov-19	Business Mtg	1-Nov-19	1-Nov-19	Joseph Howe Dr.	NS	mileage	7				\$ 2.80
Travel Claim	29-Nov-19	Business Mtg	2-Nov-19	2-Nov-19	Granville St.	NS	mileage	10				\$ 4.00
Travel Claim	29-Nov-19	Business Mtg	3-Nov-19	3-Nov-19	Joseph Howe Dr.	NS	mileage	7				\$ 2.80
Travel Claim	29-Nov-19	Business Event	13-Nov-19	13-Nov-19	Upper Water St., Argyle St.	NS	mileage	20				\$ 8.00
Travel Claim	29-Nov-19	Business Mtgs	21-Nov-19	21-Nov-19	Upper Water St., Franklyn St., Purcells Cove Rd.	NS	mileage/tolls	43			\$ 2.00	\$ 19.20
Travel Claim	29-Nov-19	Business Mtg	22-Nov-19	22-Nov-19	Argyle St.	NS	mileage	10				\$ 4.00
Travel Claim	29-Nov-19	Business Mtg	25-Nov-19	25-Nov-19	Upper Water St.	NS	mileage	10				\$ 4.00
Travel Claim	29-Nov-19	Business Event	26-Nov-19	26-Nov-19	Airport	NS	mileage/tolls	68			\$ 2.00	\$ 29.20
Travel Claim	29-Nov-19	Business Mtgs	27-Nov-19	27-Nov-19	Kempt Rd., Gottigen St.	NS	mileage	7				\$ 2.80
Travel Claim	29-Nov-19	Business Mtg	29-Nov-19	29-Nov-19	Granville St.	NS	mileage	10				\$ 4.00
Reviewed by Internal Auditor: <i>B. Spence</i>												
Credit Card	6-Dec-19	Business Event	13-Nov-19	13-Nov-19	Upper Water St.	NS	parking				\$ 20.00	\$ 20.00
Credit Card	6-Dec-19	Business Mtg	14-Nov-19	15-Nov-19	Airport	NS	parking				\$ 22.00	\$ 22.00
Credit Card	6-Dec-19	Business Mtg	14-Nov-19	15-Nov-19	Ottawa	ON	accommodations			\$ 278.33		\$ 278.33
Credit Card	6-Dec-19	Business Mtg	21-Nov-19	21-Nov-19	Upper Water St.	NS	parking				\$ 12.00	\$ 12.00
Credit Card	6-Dec-19	Business Mtg	22-Nov-19	22-Nov-19	Argyle St.	NS	parking				\$ 12.00	\$ 12.00
Credit Card	6-Dec-19	Business Event	25-Nov-19	25-Nov-19	Upper Water St.	NS	parking				\$ 8.00	\$ 8.00
Credit Card	6-Dec-19	Business Event	26-Nov-19	26-Nov-19	Airport	NS	parking				\$ 22.00	\$ 22.00
Credit Card	6-Dec-19	Business Mtg	29-Nov-19	29-Nov-19	Granville St.	NS	parking				\$ 8.50	\$ 8.50
Reviewed by Internal Auditor: <i>B. Spence</i>												
Travel Claim	20-Dec-19	College Mtg	5-Dec-19	5-Dec-19	Brownlow Ave.	NS	mileage	16				\$ 6.40
Travel Claim	20-Dec-19	College/Foundation Mtgs	11-Dec-19	11-Dec-19	Cromarty Dr., Ivany, Akerley	NS	mileage/tolls/overnight	37			\$ 6.00	\$ 20.80
Travel Claim	20-Dec-19	College/Business Mtgs	12-Dec-19	12-Dec-19	Ivany, Eileen Stubs Ave.	NS	mileage/tolls	36			\$ 1.00	\$ 15.40
Travel Claim	20-Dec-19	College Mtg	13-Dec-19	13-Dec-19	Parker St.	NS	mileage/tolls	32			\$ 2.00	\$ 14.80
Travel Claim	20-Dec-19	Business Mtg	17-Dec-19	17-Dec-19	Gottigen St.	NS	mileage	4				\$ 1.60
Travel Claim	20-Dec-19	College Event	18-Dec-19	18-Dec-19	Pictou Campus	NS	mileage	324			\$ 1.00	\$ 130.60
Travel Claim	20-Dec-19	Business Mtg	19-Dec-19	19-Dec-19	Kempt Rd.	NS	mileage	3				\$ 1.20
Travel Claim	20-Dec-19	College Mtgs	20-Dec-19	20-Dec-19	Kingstec (from home - closer)	NS	mileage	60				\$ 24.00
Reviewed by Internal Auditor: <i>B. Spence</i>												
Travel Claim	31-Jan-20	Business Mtg	9-Jan-20	9-Jan-20	Barrington St.	NS	mileage	10				\$ 4.00
Travel Claim	31-Jan-20	Business Mtg	10-Jan-20	10-Jan-20	Barrington St.	NS	mileage	10				\$ 4.00
Travel Claim	31-Jan-20	Business Mtg	13-Jan-20	13-Jan-20	Hollis St.	NS	mileage	10				\$ 4.00
Travel Claim	31-Jan-20	Business Mtg	14-Jan-20	14-Jan-20	Barrington St.	NS	mileage	10				\$ 4.00
Travel Claim	31-Jan-20	Business Mtg	15-Jan-20	15-Jan-20	Kentville	NS	mileage/tolls	134			\$ 1.00	\$ 54.60
Travel Claim	31-Jan-20	Business Mtg	17-Jan-20	17-Jan-20	Hector Gate, Bedford Hwy	NS	mileage/tolls	44			\$ 4.00	\$ 21.60
Travel Claim	31-Jan-20	Business Mtg	21-Jan-20	21-Jan-20	Barrington St.	NS	mileage	10				\$ 4.00
Travel Claim	31-Jan-20	Business Mtg	22-Jan-20	22-Jan-20	Upper Water St.	NS	mileage	10				\$ 4.00
Travel Claim	31-Jan-20	Business Mtg	31-Jan-20	31-Jan-20	Masstown, Truro	NS	mileage/tolls	224			\$ 2.00	\$ 91.60
Reviewed by Internal Auditor: <i>B. Spence</i>												



D. Bureaux Travel Report (2019-2020)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card	6-Feb-20	Business Mtg	9-Jan-20	9-Jan-20	Barrington St.	NS	parking				\$ 14.50	\$ 14.50
Credit Card	6-Feb-20	Business Mtg	10-Jan-20	10-Jan-20	Barrington St.	NS	parking				\$ 8.00	\$ 8.00
Credit Card	6-Feb-20	Business Mtg	10-Jan-20	10-Jan-20	Barrington St.	NS	parking				\$ 11.75	\$ 11.75
Credit Card	6-Feb-20	Business Mtg	13-Jan-20	13-Jan-20	Hollis St.	NS	parking				\$ 8.50	\$ 8.50
Credit Card	6-Feb-20	Business Mtg	14-Jan-20	14-Jan-20	Barrington St.	NS	parking				\$ 16.50	\$ 16.50
Credit Card	6-Feb-20	Business Event	25-Jan-20	28-Jan-20	Ottawa	ON	airfare				\$ 456.38	\$ 456.38
Credit Card	6-Feb-20	Business Mtg	21-Jan-20	21-Jan-20	Barrington St.	NS	parking				\$ 16.50	\$ 16.50
Credit Card	6-Feb-20	Business Mtg	22-Jan-20	22-Jan-20	Upper Water St.	NS	parking				\$ 8.00	\$ 8.00
Credit Card	6-Feb-20	Business Mtg	4-Feb-20	4-Feb-20	Barrington St.	NS	parking				\$ 14.50	\$ 14.50
Reviewed by Internal Auditor: <i>B. Spence</i>												
Travel Claim	28-Feb-20	Business Dinner	2-Feb-20	2-Feb-20	Oxford St.	NS	mileage/tolls (weekend)	150			\$ 2.00	\$ 62.00
Travel Claim	28-Feb-20	Business Mtg	4-Feb-20	4-Feb-20	Barrington St.	NS	mileage	10				\$ 4.00
Travel Claim	28-Feb-20	Business Mtgs	6-Feb-20	6-Feb-20	Arkerley Blvd., Duke St., Granville St.	NS	mileage/tolls	28			\$ 2.00	\$ 13.20
Travel Claim	28-Feb-20	Business Mtg	7-Feb-20	7-Feb-20	Wolfville	NS	mileage	32				\$ 12.80
Travel Claim	28-Feb-20	Business Mtg	10-Feb-20	10-Feb-20	Lower Water St.	NS	mileage	10				\$ 4.00
Travel Claim	28-Feb-20	Business Mtg	11-Feb-20	11-Feb-20	Young St.	NS	mileage	4				\$ 1.60
Travel Claim	28-Feb-20	Business Mtg/Event	12-Feb-20	12-Feb-20	Marginal Rd.	NS	mileage	12				\$ 4.80
Travel Claim	28-Feb-20	Business Mtg	13-Feb-20	13-Feb-20	Parker St.	NS	mileage/tolls	32			\$ 2.00	\$ 14.80
Travel Claim	28-Feb-20	Business Event	19-Feb-20	19-Feb-20	Hollis St.	NS	mileage	10				\$ 4.00
Travel Claim	28-Feb-20	Business Mtg	21-Feb-20	21-Feb-20	Upper Water St.	NS	mileage	10				\$ 4.00
Travel Claim	28-Feb-20	Business Mtg	24-Feb-20	24-Feb-20	Dieppe	NB	mileage/tolls	511			\$ 8.00	\$ 212.40
Travel Claim	28-Feb-20	Business Mtg	25-Feb-20	28-Feb-20	Airport (to Ottawa)	NS	mileage/tolls/overnight	67			\$ 17.00	\$ 43.80
Reviewed by Internal Auditor: <i>B. Spence</i>												
Journal Voucher	21-Feb-20	Business Event	26-Nov-19	26-Nov-19	Sydney	NS	airfare				\$ 510.60	\$ 510.60
Reviewed by Internal Auditor: <i>B. Spence</i>												
Credit Card	6-Mar-20	Business Mtg	6-Feb-20	6-Feb-20	Granville St.	NS	parking				\$ 14.00	\$ 14.00
Credit Card	6-Mar-20	Business Mtg	10-Feb-20	10-Feb-20	Lower Water St.	NS	parking				\$ 12.00	\$ 12.00
Credit Card	6-Mar-20	Business Mtg	12-Feb-20	12-Feb-20	Marginal Rd.	NS	parking				\$ 12.00	\$ 12.00
Credit Card	6-Mar-20	Business Mtgs	17-Mar-20	20-Mar-20	Vancouver (mtgs postponed (COVID-19) credits expected)	BC	airfare				\$ 1,725.98	\$ 1,725.98
Credit Card	6-Mar-20	Business Mtg	19-Feb-20	19-Feb-20	Hollis St.	NS	parking				\$ 10.50	\$ 10.50
Credit Card	6-Mar-20	Business Mtg	21-Feb-20	21-Feb-20	Upper Water St.	NS	parking				\$ 16.00	\$ 16.00
Credit Card	6-Mar-20	Business Mtgs	3-Mar-20	5-Mar-20	Toronto	ON	airfare				\$ 923.24	\$ 923.24
Credit Card	6-Mar-20	Business Mtg	25-Feb-20	28-Feb-20	Ottawa	ON	taxis/parking/receipted meals		\$ 212.56	\$ 772.11	\$ 180.78	\$ 1,165.45
Credit Card	6-Mar-20	Business Mtg	3-Mar-20	5-Mar-20	Toronto	ON	receipted meals/taxis/parking		\$ 73.41		\$ 115.00	\$ 188.41
Reviewed by Internal Auditor: <i>B. Spence</i>												
Travel Claim	12-Mar-20	Business Mtgs	3-Mar-20	5-Mar-20	Airport (to Toronto)	NS	mileage/tolls	67			\$ 2.00	\$ 28.80
Travel Claim	12-Mar-20	Business Mtgs	3-Mar-20	5-Mar-20	Toronto	ON	taxis/overnight				\$ 81.00	\$ 81.00
Travel Claim	12-Mar-20	College Mtg	6-Mar-20	6-Mar-20	Shubie Dr.	NS	mileage	20				\$ 8.00
Travel Claim	12-Mar-20	Business Mtg	10-Mar-20	10-Mar-20	Barrington St.	NS	mileage	10				\$ 4.00
Travel Claim	12-Mar-20	Business Mtg	11-Mar-20	11-Mar-20	Akerley Blvd.	NS	mileage/tolls	18			\$ 2.00	\$ 9.20
Travel Claim	12-Mar-20	Business Mtg	12-Mar-20	12-Mar-20	Akerley Blvd.	NS	mileage/tolls	18			\$ 2.00	\$ 9.20
Reviewed by Internal Auditor: <i>B. Spence</i>												
Credit Card	6-Apr-20	Business Mtg	3-Mar-20	5-Mar-20	Toronto	ON	accomodations/receipted meals		\$ 94.76	\$ 921.08		\$ 1,015.84
Credit Card	6-Apr-20	Business Mtg	10-Mar-20	10-Mar-20	Barrington St.	NS	parking				\$ 16.50	\$ 16.50
Reviewed by Internal Auditor: <i>B. Spence</i>												



D. Bureaux Hospitality Report (2019-2020)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Direct Invoice	26-Apr-19	Business Mtg	26-Apr-19	26-Apr-19	Leeds St.	NS	receipted meal		\$ 31.40			\$ 31.40
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-May-19	Business Mtg	11-Apr-19	11-Apr-19	Gottigen St.	NS	receipted meal		\$ 61.05			\$ 61.05
Credit Card	6-May-19	Business Mtg	16-Apr-19	16-Apr-19	Wolfville	NS	receipted meal		\$ 42.38			\$ 42.38
Credit Card	6-May-19	Business Mtg.	16-Apr-19	16-Apr-19	Port Hawkesbury	NS	receipted meal		\$ 71.68			\$ 71.68
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Direct Invoice	28-May-19	Business Mtg.	28-May-19	28-May-19	Leeds St.	NS	receipted meal		\$ 330.28			\$ 330.28
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Direct Invoice	4-Jun-19	Business Mtg.	4-Jun-19	4-Jun-19	Leeds St.	NS	receipted meal		\$ 55.20			\$ 55.20
Direct Invoice	7-Jun-19	Business Mtg.	7-Jun-19	7-Jun-19	Leeds St.	NS	receipted meal		\$ 22.43			\$ 22.43
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card (EE)	6-Jun-19	College Mtg.	23-May-19	23-May-19	Leeds St.	NS	receipted meal		\$ 5.30			\$ 5.30
Credit Card (EE)	6-Jun-19	Business Mtg.	4-Jun-19	4-Jun-19	Leeds St.	NS	receipted meal		\$ 75.06			\$ 75.06
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Jun-19	Business Mtg.	6-May-19	6-May-19	Niagara Falls	ON	receipted meal		\$ 64.31			\$ 64.31
Credit Card	6-Jun-19	Business Mtg.	7-May-19	7-May-19	Niagara Falls	ON	receipted meal		\$ 15.41			\$ 15.41
Credit Card	6-Jun-19	Business Mtg.	24-May-19	24-May-19	Kempt Rd.	NS	receipted meal		\$ 28.79			\$ 28.79
Credit Card	6-Jun-19	College Event	27-May-19	27-May-19	Lower Water St.	NS	receipted meal (5 people)		\$ 228.40			\$ 228.40
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	8-Jul-19	Business Mtg	6-Jun-19	6-Jun-19	Bedford	NS	receipted meal		\$ 42.38			\$ 42.38
Credit Card	8-Jul-19	College Event	10-Jun-19	10-Jun-19	Yarmouth	NS	receipted meal (16 people)		\$ 540.52			\$ 540.52
Credit Card	8-Jul-19	Business Mtgs	26-Jun-19	26-Jun-19	Barrington St., Lower Water St.	NS	receipted meal		\$ 27.77			\$ 27.77
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card (EE)	8-Jul-19	Business Mtg.	24-Jun	24-Jun	Leeds St.	NS	receipted meal		\$ 52.01			\$ 52.01
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Aug-19	College Mtg.	15-Jul-19	15-Jul-19	Gottigen St.	NS	receipted meal		\$ 52.00			\$ 52.00
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Sep-19	Business Mtg.	12-Aug-19	12-Aug-19	Gottigen St.	NS	receipted meal		\$ 54.80			\$ 54.80
Credit Card	6-Sep-19	Business Mtg.	26-Aug-19	26-Aug-19	Upper Water St.	NS	receipted meal		\$ 77.43			\$ 77.43
Credit Card	6-Sep-19	Business Mtg.	28-Aug-19	28-Aug-19	Fairfax St.	NS	receipted meal		\$ 33.33			\$ 33.33
Credit Card	6-Sep-19	Business Mtg.	3-Sep-19	3-Sep-19	Main St., Antigonish	NS	receipted meal		\$ 57.60			\$ 57.60
Credit Card	6-Sep-19	Business Mtg.	5-Sep-19	5-Sep-19	Spring Garden Rd.	NS	receipted meal		\$ 13.71			\$ 13.71
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card (EE)	6-Sep-19	Business Mtg.	7-Aug-19	7-Aug-19	5685 Leeds St.	NS	receipted meal		\$ 4.05			\$ 4.05
Credit Card (EE)	6-Sep-19	Business Mtg.	27-Aug-19	27-Aug-19	5685 Leeds St.	NS	receipted meal		\$ 3.49			\$ 3.49
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	7-Oct-19	Business Mtg	16-Sep-19	16-Sep-19	Upper Water St.	NS	receipted meal		\$ 31.03			\$ 31.03
Credit Card	7-Oct-19	Business Event	30-Oct-19	30-Oct-19	Argyle St.	NS	table event tickets		\$ 1,236.25			\$ 1,236.25
Credit Card	7-Oct-19	Business Mtg	27-Sep-19	27-Sep-19	Bedford Hwy.	NS	receipted meal		\$ 10.13			\$ 10.13
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Direct Invoice	17-Sep-19	Business Mtg.	17-Sep-19	17-Sep-19	5685 Leeds St.	NS	receipted meal (15 people)		\$ 378.30			\$ 378.30
Direct Invoice	4-Oct-19	Business Mtg.	4-Oct-19	4-Oct-19	5685 Leeds St.	NS	receipted meal		\$ 21.71			\$ 21.71
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Nov-19	College Mtgs	15-Oct-19	15-Oct-19	Hollis St.	NS	receipted meal		\$ 31.75			\$ 31.75
Credit Card	6-Nov-19	Business Mtg	31-Oct-19	31-Oct-19	Upper Water St.	NS	receipted meal		\$ 42.38			\$ 42.38
Reviewed by Internal Auditor: <i>Bruce Spence</i>												



D. Bureaux Hospitality Report (2019-2020)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card (EE)	7-Oct-19	Business Mtg	1-Oct-19	1-Oct-19	5685 Leeds St.	NS	receipted meal		\$ 5.78			\$ 5.78
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Direct Invoice	1-Nov-19	Business Mtg	1-Nov-19	1-Nov-19	5685 Leeds St.	NS	receipted meal		\$ 21.28			\$ 21.28
Direct Invoice	4-Nov-19	Business Mtg	4-Nov-19	4-Nov-19	5685 Leeds St.	NS	receipted meal (8 people)		\$ 186.76			\$ 186.76
Direct Invoice	5-Nov-19	Business Mtg	5-Nov-19	5-Nov-19	5685 Leeds St.	NS	receipted meal (8 people)		\$ 149.04			\$ 149.04
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Direct Invoice	25-Nov-19	Business Mtg	25-Nov-19	25-Nov-19	5685 Leeds St.	NS	receipted meal (7 people)		\$ 144.91			\$ 144.91
Direct Invoice	13-Dec-19	Business Mtg	13-Dec-19	13-Dec-19	5685 Leeds St.	NS	receipted meal		\$ 42.55			\$ 42.55
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card (CAP)	6-Dec-19	Business Mtg	3-Dec-19	3-Dec-19	5685 Leeds St.	NS	receipted meal (3 people)		\$ 75.51			\$ 75.51
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Dec-19	Business Mtg	27-Nov-19	27-Nov-19	Kempt Rd.	NS	receipted meal		\$ 22.90			\$ 22.90
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card (EE)	6-Dec-19	Business Mtg	14-Nov-19	14-Nov-19	5685 Leeds St.	NS	receipted meal		\$ 64.18			\$ 64.18
Credit Card (EE)	6-Dec-19	Business Mtg	2-Dec-19	2-Dec-19	5685 Leeds St.	NS	receipted meal		\$ 59.12			\$ 59.12
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Jan-20	Business Mtg	17-Dec-19	17-Dec-19	Gottigen St.	NS	receipted meal		\$ 52.00			\$ 52.00
Credit Card	6-Jan-20	Business Mtg	19-Dec-19	19-Dec-19	Kempt Rd.	NS	receipted meal		\$ 20.29			\$ 20.29
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card (EE)	6-Jan-20	Business Mtg	23-Dec-19	23-Dec-19	5685 Leeds St.	NS	receipted meal		\$ 58.12			\$ 58.12
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Feb-20	Business Mtg	17-Jan-20	17-Jan-20	Hector Gate	NS	receipted meal (4 people)		\$ 91.50			\$ 91.50
Credit Card	6-Feb-20	Business Mtg	22-Jan-20	22-Jan-20	Upper Water St.	NS	receipted meal		\$ 57.60			\$ 57.60
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Direct Invoice	14-Feb-20	Business Mtg	14-Feb-20	14-Feb-20	5685 Leeds St.	NS	receipted meal (20 people)		\$ 127.08			\$ 127.08
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Mar-20	Business Mtg	7-Feb-20	7-Feb-20	Main St., Wolfville	NS	receipted meal		\$ 30.29			\$ 30.29
Credit Card	6-Mar-20	Business Mtg	10-Feb-20	10-Feb-20	Lower Water St.	NS	receipted meal		\$ 62.10			\$ 62.10
Reviewed by Internal Auditor: <i>Bruce Spence</i>												



M. Foster, VP College Services - Travel Report (2019/2020)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	26-Apr-19	Business Meeting	2-Apr-19	2-Apr-19	Portland St.	NS	Mileage, Parking and Bridge	10			\$ 2.50	\$ 6.50
Travel Claim	26-Apr-19	Business Meeting	4-Apr-19	4-Apr-19	Brunswick St.	NS	Mileage and Parking	9			\$ 4.00	\$ 7.60
Travel Claim	26-Apr-19	College Meeting	4-Apr-19	4-Apr-19	Akerley Campus	NS	Mileage and Bridge	24			\$ 1.00	\$ 10.60
Travel Claim	26-Apr-19	College Meeting	8-Apr-19	8-Apr-19	Kentville	NS	Mileage and Meals	176	15.00			\$ 85.40
Travel Claim	26-Apr-19	Business Meeting	12-Apr-19	12-Apr-19	Spring Garden Rd.	NS	Mileage and Parking	11			\$ 6.00	\$ 10.40
Travel Claim	26-Apr-19	College Meeting	18-Apr-19	18-Apr-19	Akerley Campus	NS	Mileage and Bridge	24			\$ 1.00	\$ 10.60
Travel Claim	26-Apr-19	Business Meeting	23-Apr-19	23-Apr-19	Portland St.	NS	Mileage, Bridge and Parking	10			\$ 4.00	\$ 8.00
Travel Claim	26-Apr-19	College Meeting	24-Apr-19	24-Apr-19	Strait Area Campus	NS	Mileage and Meals	530	25.00			\$ 237.00
Travel Claim	26-Apr-19	Business Meeting	25-Apr-19	25-Apr-19	Terminal Rd.	NS	Mileage	11				\$ 4.40
Travel Claim	26-Apr-19	College Meeting	25-Apr-19	25-Apr-19	Akerley Campus	NS	Mileage and Bridge	24			\$ 1.00	\$ 10.60
Travel Claim	26-Apr-19	Business Meeting	26-Apr-19	26-Apr-19	Portland St.	NS	Mileage, Bridge and Parking	10			\$ 2.50	\$ 6.50
Reviewed by Internal Auditor:			<i>Bruce Spores</i>									
Travel Claim	10-May-19	College Meeting	1-May-19	1-May-19	Brownlow Ave.	NS	Mileage and Bridge	12			\$ 1.00	\$ 5.80
Travel Claim	10-May-19	College Meeting	2-May-19	2-May-19	Brownlow Ave.	NS	Mileage and Bridge	12			\$ 1.00	\$ 5.80
Travel Claim	10-May-19	Business Meeting	2-May-19	2-May-19	Granville St.	NS	Mileage and Parking	11			\$ 10.50	\$ 14.90
Travel Claim	10-May-19	Conference	4-May-19	8-May-19	Niagra	ON	Mileage, Meals, Accom., Car Rental and Fuel	100	\$ 211.66	\$ 1,269.42	\$ 477.34	\$ 1,998.42
Travel Claim	10-May-19	College Meeting	9-May-19	9-May-19	Ivany Campus	NS	Mileage	32				\$ 12.80
Travel Claim	10-May-19	Business Event	9-May-19	10-May-19	Fredericton	NB	Meals, Accommodation and Taxi		\$ 40.00	\$ 194.35	\$ 15.00	\$ 249.35
Reviewed by Internal Auditor:			<i>Bruce Spores</i>									
Travel Claim	31-May-19	Business Meeting	15-May-19	17-May-19	Charlottetown	PEI	Mileage, Meals, Accommodation and Parking	682	\$ 55.00	\$ 466.70	\$ 108.31	\$ 902.81
Travel Claim	31-May-19	Business Meeting	22-May-19	22-May-19	Portland St.	NS	Mileage, Bridge and Parking	10			\$ 2.50	\$ 6.50
Travel Claim	31-May-19	College Meeting	23-May-19	23-May-19	Halifax Airport	NS	Mileage and Parking	50			\$ 13.00	\$ 33.00
Travel Claim	31-May-19	College Meeting	24-May-19	24-May-19	Windmill Rd.	NS	Mileage and Bridge	8			\$ 1.00	\$ 4.20
Travel Claim	31-May-19	College Meeting	24-May-19	24-May-19	Truro Campus	NS	Mileage and Bridge	187			\$ 1.00	\$ 75.80
Travel Claim	31-May-19	Business Meeting	25-May-19	25-May-19	Portland St.	NS	Mileage, Bridge and Parking	10			\$ 2.50	\$ 6.50
Travel Claim	31-May-19	College Meeting	30-May-19	30-May-19	Truro Campus	NS	Mileage and Bridge	187			\$ 1.00	\$ 75.80
Travel Claim	31-May-19	College Meeting	31-May-19	31-May-19	Truro Campus	NS	Mileage	174				\$ 69.60
Reviewed by Internal Auditor:			<i>Bruce Spores</i>									
Travel Claim	28-Jun-19	College Meeting	4-Jun-19	5-Jun-19	Liverpool	NS	Mileage, Meals, Accommodation and Ov. Inc.	424	\$ 25.00	\$ 144.90	\$ 5.00	\$ 344.50
Travel Claim	28-Jun-19	College Meeting	6-Jun-19	6-Jun-19	Windmill Rd.	NS	Mileage and Bridge	13			\$ 1.00	\$ 6.20
Travel Claim	28-Jun-19	Convocation	10-Jun-19	10-Jun-19	Lunenburg and Shelburne	NS	Meals and Ov. Inc.		\$ 25.00		\$ 5.00	\$ 30.00
Travel Claim	28-Jun-19	Convocation	11-Jun-19	11-Jun-19	Burridge and AVC	NS	Meals and Accommodation		\$ 50.00	\$ 166.75		\$ 216.75
Travel Claim	28-Jun-19	Convocation	12-Jun-19	12-Jun-19	Cumberland	NS	Mileage, Meals, Tolls and Bridge	366	\$ 25.00		\$ 9.00	\$ 180.40
Travel Claim	28-Jun-19	Business Meeting	12-Jun-19	12-Jun-19	Primrose St.	NS	Mileage and Bridge	9			\$ 1.00	\$ 4.60
Travel Claim	28-Jun-19	Convocation	13-Jun-19	13-Jun-19	Pictou and Strait	NS	Meals and Ov. Inc.		\$ 50.00		\$ 5.00	\$ 55.00
Travel Claim	28-Jun-19	Convocation	14-Jun-19	14-Jun-19	Marconi	NS	Meals and Accommodation		\$ 40.00	\$ 139.59		\$ 179.59
Travel Claim	28-Jun-19	Convocation	17-Jun-19	17-Jun-19	Akerley (MSVU)	NS	Mileage	8				\$ 3.20
Travel Claim	28-Jun-19	Convocation	18-Jun-19	18-Jun-19	IT (MSVU)	NS	Mileage	8				\$ 3.20
Travel Claim	28-Jun-19	Business Meeting	18-Jun-19	18-Jun-19	Portland St.	NS	Mileage, Bridge and Parking	10			\$ 4.00	\$ 8.00
Travel Claim	28-Jun-19	Convocation	19-Jun-19	19-Jun-19	Ivany (MSVU)	NS	Mileage	8				\$ 3.20
Travel Claim	28-Jun-19	Conference (CICan)	21-Jun-19	26-Jun-19	Victoria	BC	Mileage, Meals, Rental, Fuel, Parking and Ov. Inc.	100	\$ 205.00		\$ 538.83	\$ 783.83
Travel Claim	28-Jun-19	College Meeting	28-Jun-19	28-Jun-19	Ivany	NS	Mileage and Bridge	32			\$ 1.00	\$ 13.80
Reviewed by Internal Auditor:			<i>Bruce Spores</i>									
Travel Claim	2-Aug-19	College Meeting	3-Jul-19	3-Jul-19	Windmill Rd.	NS	Mileage and Bridge	8			\$ 1.00	\$ 4.20
Travel Claim	2-Aug-19	College Meeting	4-Jul-19	4-Jul-19	Spring Garden Rd.	NS	Mileage and Parking	10			\$ 2.00	\$ 6.00
Travel Claim	2-Aug-19	College Meeting	11-Jul-19	11-Jul-19	Akerley Campus	NS	Mileage	24				\$ 9.60
Travel Claim	2-Aug-19	Business Meeting	12-Jul-19	12-Jul-19	Young St.	NS	Mileage	4				\$ 1.60
Travel Claim	2-Aug-19	College Meeting	25-Jul-19	25-Jul-19	Windmill Rd.	NS	Mileage and Bridge	8			\$ 1.00	\$ 4.20
Travel Claim	2-Aug-19	College Meeting	25-Jul-19	25-Jul-19	Mumford Rd.	NS	Mileage	5				\$ 2.00
Travel Claim	2-Aug-19	Business Meeting	25-Jul-19	25-Jul-19	Barrington St.	NS	Mileage and Parking	10			\$ 5.25	\$ 9.25
Travel Claim	2-Aug-19	College Meeting	29-Jul-19	29-Jul-19	Kingstec Campus	NS	Mileage and Meals	186	\$ 15.00			\$ 89.40
Travel Claim	2-Aug-19	College Meeting	1-Aug-19	2-Aug-19	Sydney	NS	Mileage, Meals, Accommodation, Bridge and Ov. Inc.	855	\$ 65.00	\$ 144.28	\$ 7.00	\$ 558.28



M. Foster, VP College Services - Travel Report (2019/2020)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	2-Aug-19	Business Meeting	25-Jul-19	25-Jul-19	Barrington St.	NS	Mileage and Parking	10			\$ 5.25	\$ 9.25
Travel Claim	2-Aug-19	College Meeting	29-Jul-19	29-Jul-19	Kingstec Campus	NS	Mileage and Meals	186	\$ 15.00			\$ 89.40
Travel Claim	2-Aug-19	College Meeting	1-Aug-19	2-Aug-19	Sydney	NS	Mileage, Meals, Accommodation, Bridge and Ov. Inc.	855	\$ 65.00	\$ 144.28	\$ 7.00	\$ 558.28
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	29-Aug-19	College Meeting	21-Aug-19	23-Aug-19	Digby	NS	Mileage, Meals, Accommodation, Bridge and Ov. Inc.	460	\$ 50.00	\$ 356.50	\$ 11.00	\$ 601.50
Travel Claim	29-Aug-19	Business Meeting	27-Aug-19	27-Aug-19	Grafton St.	NS	Mileage and Parking	10			\$ 18.00	\$ 22.00
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	30-Sep-19	Business Meeting	5-Sep-19	5-Sep-19	Terminal Rd.	NS	Mileage and Parking	12			\$ 6.00	\$ 10.80
Travel Claim	30-Sep-19	Business Meeting	9-Sep-19	9-Sep-19	Barrington St.	NS	Mileage and Parking	10			\$ 8.50	\$ 12.50
Travel Claim	30-Sep-19	Business Meeting	19-Sep-19	19-Sep-19	Terminal Rd.	NS	Mileage	12				\$ 4.80
Travel Claim	30-Sep-19	Business Meeting	24-Sep-19	24-Sep-19	Portland St.	NS	Mileage, Bridge and Parking	10			\$ 4.00	\$ 8.00
Travel Claim	30-Sep-19	College Meeting	30-Sep-19	30-Sep-19	Windmill Rd.	NS	Mileage and Bridge	9			\$ 1.00	\$ 4.60
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	17-Oct-19	College Meeting	3-Oct-19	3-Oct-19	Halifax Shopping Centre	NS	Mileage	7				\$ 2.80
Travel Claim	17-Oct-19	Business Meeting	7-Oct-19	7-Oct-19	Dalhousie University	NS	Mileage and Parking	10			\$ 10.00	\$ 14.00
Travel Claim	17-Oct-19	Business Meeting	8-Oct-19	8-Oct-19	Dalhousie University	NS	Mileage	10				\$ 4.00
Travel Claim	17-Oct-19	Business Event	9-Oct-19	10-Oct-19	Ingonish	NS	Mileage, Meals, Accommodation, Ferry, Bridge and Ov. Inc.	898	\$ 40.00	\$ 166.15	\$ 13.00	\$ 578.35
Travel Claim	17-Oct-19	College Meeting	15-Oct-19	15-Oct-19	Terminal Rd.	NS	Mileage and Parking	12			\$ 34.00	\$ 38.80
Travel Claim	17-Oct-19	Business Meeting	16-Oct-19	16-Oct-19	Terminal Rd.	NS	Mileage and Parking	12			\$ 10.00	\$ 14.80
Travel Claim	17-Oct-19	Conference	26-Nov-19	28-Nov-19	Montreal	QC	Flight				\$ 586.78	\$ 586.78
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	30-Oct-19	College Meeting	23-Oct-19	23-Oct-19	Amherst	NS	Mileage, Meals and Cobequid Pass	383	\$ 15.00		\$ 8.00	\$ 176.20
Travel Claim	30-Oct-19	Business Meeting	24-Oct-19	24-Oct-19	Grafton Street	NS	Mileage and Parking	10			\$ 12.50	\$ 16.50
Travel Claim	30-Oct-19	College Meeting	29-Oct-19	29-Oct-19	Akerley Campus	NS	Mileage	24				\$ 9.60
Travel Claim	30-Oct-19	Business Meeting	30-Oct-19	30-Oct-19	Grafton Street	NS	Mileage and Parking	10			\$ 14.50	\$ 18.50
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	29-Nov-19	College Meeting	1-Nov-19	1-Nov-19	Windmill Rd.	NS	Mileage and Bridge	13			\$ 1.00	\$ 6.20
Travel Claim	29-Nov-19	Business Meeting	4-Nov-19	4-Nov-19	Windsor St.	NS	Mileage	6				\$ 2.40
Travel Claim	29-Nov-19	Business Meeting	5-Nov-19	5-Nov-19	Barrington St.	NS	Mileage and Parking	10			\$ 5.25	\$ 9.25
Travel Claim	29-Nov-19	College Meeting	6-Nov-19	6-Nov-19	Akerley Campus	NS	Mileage and Bridge	24			\$ 1.00	\$ 10.60
Travel Claim	29-Nov-19	Business Meeting	7-Nov-19	7-Nov-19	Barrington St.	NS	Mileage and Parking	10			\$ 5.25	\$ 9.25
Travel Claim	29-Nov-19	Business Meeting	15-Nov-19	15-Nov-19	Grafton St.	NS	Mileage and Parking	10			\$ 8.50	\$ 12.50
Travel Claim	29-Nov-19	Business Meeting	20-Nov-19	20-Nov-19	Portland St.	NS	Mileage, Bridge and Parking	10			\$ 11.00	\$ 15.00
Travel Claim	29-Nov-19	Conference	26-Nov-19	29-Nov-19	Montreal	QC	Mileage, Meals, Accommodation, Taxi, Parking, Baggage, ov. inc.	50	\$ 210.00	\$ 856.24	\$ 233.50	\$ 1,319.74
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	13-Dec-19	Business Meeting	4-Dec-19	4-Dec-19	Argyle St.	NS	Mileage and Parking	10			\$ 12.50	\$ 16.50
Travel Claim	13-Dec-19	College Meeting	5-Dec-19	5-Dec-19	Brownlow Ave.	NS	Mileage	10				\$ 4.00
Travel Claim	13-Dec-19	College Meeting	11-Dec-19	11-Dec-19	Ivany Campus	NS	Mileage and Bridge	16			\$ 1.00	\$ 7.40
Travel Claim	13-Dec-19	College Meeting	11-Dec-19	11-Dec-19	Akerley Campus	NS	Mileage	18				\$ 7.20
Travel Claim	13-Dec-19	College Meeting	12-Dec-19	12-Dec-19	Ivany Campus	NS	Mileage and Bridge	32			\$ 1.00	\$ 13.80
Travel Claim	13-Dec-19	Business Meeting	13-Dec-19	13-Dec-19	Barrington St.	NS	Mileage and Parking	10			\$ 9.00	\$ 13.00
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	30-Jan-20	Business Meeting	13-Jan-20	13-Jan-20	Robie Street	NS	Mileage	13				\$ 5.20
Travel Claim	30-Jan-20	College Meeting	17-Jan-20	17-Jan-20	Windmill Rd.	NS	Mileage and Bridge	8			\$ 1.00	\$ 4.20
Travel Claim	30-Jan-20	Business Meeting	22-Jan-20	22-Jan-20	Grafton St.	NS	Mileage and Parking	10			\$ 10.50	\$ 14.50
Travel Claim	30-Jan-20	Business Meeting	24-Jan-20	24-Jan-20	Grafton St.	NS	Mileage and Parking	10			\$ 28.50	\$ 32.50
Travel Claim	30-Jan-20	College Meeting	27-Jan-20	27-Jan-20	Middleton	NS	Mileage, Meals and Bridge	299	\$ 15.00		\$ 1.00	\$ 135.60
Travel Claim	30-Jan-20	Business Meeting	30-Jan-20	30-Jan-20	Grafton St.	NS	Mileage and Parking	10			\$ 14.50	\$ 18.50
Reviewed by Internal Auditor: <i>Bruce Spence</i>												



M. Foster, VP College Services - Travel Report (2019/2020)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	28-Feb-20	Business Meeting	4-Feb-20	4-Feb-20	Grafton St.	NS	Mileage and Parking	10			\$ 8.50	\$ 12.50
Travel Claim	28-Feb-20	Business Meeting	6-Feb-20	6-Feb-20	Upper Water St.	NS	Mileage and Parking	10			\$ 6.00	\$ 10.00
Travel Claim	28-Feb-20	Business Meeting	12-Feb-20	12-Feb-20	Terminal Rd.	NS	Mileage	12				\$ 4.80
Travel Claim	28-Feb-20	Business Meeting	12-Feb-20	12-Feb-20	Grafton St.	NS	Mileage and Parking	10			\$ 6.50	\$ 10.50
Travel Claim	28-Feb-20	College Meeting	13-Feb-20	13-Feb-20	Windmill Rd.	NS	Mileage and Bridge	8			\$ 1.00	\$ 4.20
Travel Claim	28-Feb-20	Conference	2-May-20	5-May-20	Montreal	QC	Flight				\$ 506.28	\$ 506.28
Travel Claim	28-Feb-20	Conference	13-Jun-20	17-Jun-20	Toronto	ON	Flight				\$ 734.64	\$ 734.64
Travel Claim	28-Feb-20	Business Meeting	19-Feb-20	19-Feb-20	Portland St.	NS	Mileage, Bridge and Parking	10			\$ 11.00	\$ 15.00
Travel Claim	28-Feb-20	Business Meeting	21-Feb-20	21-Feb-20	Barrington St.	NS	Mileage and Parking	10			\$ 20.00	\$ 24.00
Travel Claim	28-Feb-20	College Meeting	27-Feb-20	27-Feb-20	Windmill Rd.	NS	Mileage and Bridge	8			\$ 1.00	\$ 4.20
Travel Claim	28-Feb-20	College Meeting	28-Feb-20	28-Feb-20	Gary Martin Dr.	NS	Mileage	15				\$ 6.00

Reviewed by Internal Auditor: Ben Spore



M. Foster, VP College Services - Hospitality Report (2019/2020)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card	6-May-19	Business Meeting	25-Apr-19	25-Apr-19	Terminal Rd.	NS	Receipted Meal (partial table)		\$ 100.00			\$ 100.00
Travel Claim	10-May-19	College Meeting	7-May-19	7-May-19	Niagra	ON	Receipted Meal		\$ 31.66			\$ 31.66
Reviewed by Internal Auditor:		<i>Ben Spores</i>										
Travel Claim	29-Aug-19	Business Meeting	29-Aug-19	29-Aug-19	Young St.	NS	Receipted Meal		\$ 42.32			\$ 42.32
Reviewed by Internal Auditor:		<i>Ben Spores</i>										
Credit Card	6-Oct-19	Business Meeting	19-Sep-19	19-Sep-19	Marginal Rd.	NS	Receipted Meal (partial table)		\$ 125.00			\$ 125.00
Reviewed by Internal Auditor:		<i>Ben Spores</i>										
Credit Card	6-Dec-19	College Meeting	29-Nov-19	29-Nov-19	IT Campus	NS	Receipted Meal (Celebration of Life - approx. 75 people)		\$ 279.30			\$ 279.30
Reviewed by Internal Auditor:		<i>Ben Spores</i>										
Credit Card	6-Jan-20	College Meeting	17-Dec-19	17-Dec-19	Robie St.	NS	Receipted Meal		\$ 109.26			\$ 109.26
Reviewed by Internal Auditor:		<i>Ben Spores</i>										
Credit Card (LH)	6-Feb-20	Business Meeting	12-Feb-20	12-Feb-20	Terminal Rd.	NS	Luncheon		\$ 114.94			\$ 114.94
Reviewed by Internal Auditor:		<i>Ben Spores</i>										



A. Burke, VP Academic - Travel Report (2019/2020)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	30-Apr-19	College Meeting	3-Apr-19	3-Apr-19	Brownlow Ave.	NS	Mileage/Tolls	16.2			\$ 2.00	\$ 8.48
Travel Claim	30-Apr-19	College Meeting	4-Apr-19	5-Apr-19	Toronto	ON	Overnight/Meals		\$ 45.00		\$ 5.00	\$ 50.00
Travel Claim	30-Apr-19	College Meeting	6-Apr-19	7-Apr-19	Truro Campus	NS	Overnight/Mileage	198			\$ 5.00	\$ 84.20
Travel Claim	30-Apr-19	College Meeting	8-Apr-19	8-Apr-19	Pictou Campus	NS	Overnight/Meals		\$ 40.00		\$ 5.00	\$ 45.00
Travel Claim	30-Apr-19	College Meeting	9-Apr-19	9-Apr-19	Strait Area Campus	NS	Meals		\$ 25.00			\$ 25.00
Travel Claim	30-Apr-19	College Meeting	18-Apr-19	18-Apr-19	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.00	\$ 11.60
Travel Claim	30-Apr-19	College Meeting	24-Apr-19	24-Apr-19	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	30-Apr-19	College Meeting	25-Apr-19	25-Apr-19	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.00	\$ 11.60
Travel Claim	30-Apr-19	College Meeting	29-Apr-19	29-Apr-19	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.00	\$ 11.60
Travel Claim	30-Apr-19	College Meeting	30-Apr-19	30-Apr-19	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.00	\$ 11.60
Reviewed by Internal Auditor: <i>Brian Spence</i>												
Credit Card	6-May-19	College Event	6-Apr-19	7-Apr-19	Truro Campus	NS	Hotel			\$ 136.10		\$ 136.10
Credit Card	6-May-19	College Meeting	8-Apr-19	9-Apr-19	Pictou Campus / Strait Area Campus	NS	Fuel/Hotel			\$ 174.78	\$ 54.54	\$ 229.32
Credit Card	6-May-19	Business Meeting	2-May-19	2-May-19	Argyle Street	NS	Parking				\$ 20.00	\$ 20.00
Credit Card	6-May-19	Conference	4-May-19	8-May-19	Niagara Falls	ON	Baggage Fee/Taxi				\$ 106.50	\$ 106.50
Reviewed by Internal Auditor: <i>Brian Spence</i>												
Travel Claim	29-May-19	College Meeting	1-May-19	2-May-19	Brownlow Ave	NS	Mileage/Tolls	32.4			\$ 4.00	\$ 16.96
Travel Claim	29-May-19	Conference	4-May-19	8-May-19	Niagara Falls	ON	Meals/Overnight		\$ 180.00		\$ 20.00	\$ 200.00
Travel Claim	29-May-19	Business Event	9-May-19	10-May-19	Fredericton	NB	Meals/Overnight/Tolls		\$ 40.00		\$ 13.00	\$ 53.00
Travel Claim	29-May-19	College Meeting	22-May-19	22-May-19	ALT	NS	Mileage/Tolls	69.6			\$ 2.00	\$ 29.84
Travel Claim	29-May-19	College Meeting	27-May-19	27-May-19	Lower Water Street	NS	Mileage	10.2				\$ 4.08
Travel Claim	29-May-19	College Event	27-May-19	27-May-19	Marginal Road	NS	Mileage	12.2				\$ 4.88
Travel Claim	29-May-19	College Event	29-May-19	29-May-19	Exhibition Park	NS	Mileage	16.4				\$ 6.56
Reviewed by Internal Auditor: <i>Brian Spence</i>												
Credit Card	6-Jun-19	Conference	4-May-19	8-May-19	Niagara Falls	ON	Hotel/Taxi/Rental/Fuel/Baggage/Parking			\$ 904.68	\$ 520.24	\$ 1,424.92
Credit Card	6-Jun-19	Business Event	9-May-19	10-May-19	Fredericton	NB	Fuel/Hotel			\$ 278.30	\$ 119.06	\$ 397.36
Credit Card	6-Jun-19	College Meeting	22-May-19	22-May-19	ALT	NS	Parking				\$ 24.00	\$ 24.00
Credit Card	6-Jun-19	Business Event	27-May-19	27-May-19	Pier 21	NS	Parking				\$ 2.00	\$ 2.00
Reviewed by Internal Auditor: <i>Brian Spence</i>												
Direct Billed	24-Apr-19	College Event	21-Jun-19	28-Jun-19	Victoria	BC	Flight				\$ 1,949.62	\$ 1,949.62
Reviewed by Internal Auditor: <i>Brian Spence</i>												
Travel Claim	28-Jun-19	College Meeting	5-Jun-19	5-Jun-19	Shelburne	NS	Meal		\$ 25.00			\$ 25.00
Travel Claim	28-Jun-19	Convocations	10-Jun-19	20-Jun-19	All Campuses	NS	Meals/Overnight		\$ 185.00		\$ 10.00	\$ 195.00
Travel Claim	28-Jun-19	College Event	21-Jun-19	28-Jun-19	Victoria	BC	Meals/Overnight		\$ 220.00		\$ 35.00	\$ 255.00
Reviewed by Internal Auditor: <i>Brian Spence</i>												
Credit Card	6-Jul-19	College Meeting	5-Jun-19	5-Jun-19	Shelburne	NS	Fuel				\$ 51.52	\$ 51.52
Credit Card	6-Jul-19	Convocations	10-Jun-19	20-Jun-19	Various Campuses	NS	Fuel/Overnight/Rental Car			\$ 306.34	\$ 413.37	\$ 719.71
Credit Card	6-Jul-19	Conference	4-May-19	8-May-19	Niagara Falls	ON	Tolls				\$ 16.55	\$ 16.55
Credit Card	6-Jul-19	Business Event	20-Jun-19	28-Jun-19	Victoria	BC	Baggage Fee/Taxis				\$ 351.06	\$ 351.06
Credit Card	6-Jul-19	Business Event	9-May-19	10-May-19	Fredericton	NB	Rental Car				\$ 81.42	\$ 81.42
Credit Card	6-Jul-19	College Meeting	8-Apr-19	9-Apr-19	Pictou Campus/Strait Area Campus	NS	Rental Car				\$ 45.36	\$ 45.36
Reviewed by Internal Auditor: <i>Brian Spence</i>												
Credit Card (AA)	6-Jul-19	College Meeting	5-Jun-19	5-Jun-19	Shelburne	NS	Rental Car				\$ 74.66	\$ 74.66
Reviewed by Internal Auditor: <i>Brian Spence</i>												
Travel Claim	31-Jul-19	College Meeting	4-Jul-19	5-Jul-19	Brownlow Avenue	NS	Mileage/Tolls	32			\$ 4.00	\$ 16.80
Travel Claim	31-Jul-19	College Meeting	11-Jul-19	11-Jul-19	Akerley Campus	NS	Mileage/Tolls	24			\$ 2.00	\$ 11.60
Travel Claim	31-Jul-19	College Event	31-Jul-19	31-Jul-19	Truro Campus	NS	Meal		\$ 15.00			\$ 15.00
Reviewed by Internal Auditor: <i>Brian Spence</i>												
Credit Card	6-Aug-19	College Event	31-Jul-19	31-Jul-19	Truro Campus	NS	Fuel				\$ 18.02	\$ 18.02
Credit Card	6-Aug-19	Conference	5-Aug-19	9-Aug-19	Cambridge	MA	Taxis				\$ 131.03	\$ 131.03
Reviewed by Internal Auditor: <i>Brian Spence</i>												
Direct Billed	24-Jul-19	Conference	5-Aug-19	9-Aug-19	Cambridge	MA	Flight				\$ 1,117.50	\$ 1,117.50
Reviewed by Internal Auditor: <i>Brian Spence</i>												



A. Burke, VP Academic - Travel Report (2019/2020)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	23-Aug-19	Conference	5-Aug-19	9-Aug-19	Cambridge	MA	Meals/Overnight		\$ 205.35		\$ 26.50	\$ 231.85
Travel Claim	23-Aug-19	College Meeting	16-Aug-19	16-Aug-19	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	23-Aug-19	College Meeting	19-Aug-19	20-Aug-19	Charlottetown	PE	Meal/Tolls/Overnight		\$ 25.00		\$ 13.00	\$ 38.00
Travel Claim	23-Aug-19	College Meeting	22-Aug-19	24-Aug-19	Digby	NS	Meals/Overnight		\$ 50.00		\$ 10.00	\$ 60.00
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Sep-19	Conference	5-Aug-19	9-Aug-19	Cambridge	MA	Taxis/Hotel/Baggage Fee			\$ 1,686.99	\$ 206.58	\$ 1,893.57
Credit Card	6-Sep-19	College Meeting	19-Aug-19	20-Aug-19	Charlottetown	PE	Hotel/Bridge/Fuel/Rental Car			\$ 175.24	\$ 277.04	\$ 452.28
Credit Card	6-Sep-19	College Meeting	22-Aug-19	24-Aug-19	Digby	NS	Hotel/Fuel			\$ 356.50	\$ 63.54	\$ 420.04
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	7-Oct-19	College Meeting	18-Sep-19	18-Sep-19	Argyle Street	NS	Taxi				\$ 27.65	\$ 27.65
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	31-Oct-19	College Meeting	20-Sep-19	20-Sep-19	Mount Saint Vincent University	NS	Mileage	6.6				\$ 2.64
Travel Claim	31-Oct-19	College Meeting	2-Oct-19	2-Oct-19	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	31-Oct-19	College Meeting	15-Oct-19	15-Oct-19	Lower Water Street	NS	Mileage	11				\$ 4.40
Travel Claim	31-Oct-19	College Meeting	16-Oct-19	16-Oct-19	Ivany Campus	NS	Mileage/Toll	16			\$ 1.00	\$ 7.40
Travel Claim	31-Oct-19	College Meeting	17-Oct-19	17-Oct-19	University Ave.	NS	Mileage	9.6				\$ 3.84
Travel Claim	31-Oct-19	College Event	17-Oct-19	17-Oct-19	IT Campus, Ivany Campus, Akerley Campus	NS	Mileage/Tolls	34			\$ 2.00	\$ 15.60
Travel Claim	31-Oct-19	College Event	18-Oct-19	18-Oct-19	Cunard Centre	NS	Mileage	6.2				\$ 2.48
Travel Claim	31-Oct-19	College Meeting	23-Oct-19	23-Oct-19	Cromarty Drive	NS	Mileage/Tolls	18.8			\$ 2.00	\$ 9.52
Travel Claim	31-Oct-19	College Meeting	28-Oct-19	31-Oct-19	Calgary	AB	Meals/Incidentals		\$ 210.00		\$ 15.00	\$ 225.00
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Direct Billed	4-Oct-19	Conference	30-Nov-19	3-Dec-19	Toronto	ON	Flight				\$ 608.11	\$ 608.11
Direct Billed	4-Oct-19	College Meeting	28-Oct-19	31-Oct-19	Calgary	AB	Flight				\$ 1,318.03	\$ 1,318.03
Direct Billed	4-Oct-19	Conference	3-Nov-19	7-Nov-19	Saskatoon	SK	Flight				\$ 1,426.27	\$ 1,426.27
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Nov-19	College Meeting	16-Oct-19	16-Oct-19	Ivany Campus	NS	Taxis				\$ 54.25	\$ 54.25
Credit Card	6-Nov-19	College Event	26-Oct-19	26-Oct-19	Truro Campus	NS	Fuel/Rental Car				\$ 140.09	\$ 140.09
Credit Card	6-Nov-19	College Meeting	28-Oct-19	31-Oct-19	Calgary	AB	Baggage Fee/Taxis/Rental Car/Fuel/Hotel		\$ 739.56		\$ 397.21	\$ 1,136.77
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Direct Billed	16-Dec-19	College Meeting	17-Dec-19	17-Dec-19	Marconi Campus	NS	Flights				\$ 728.30	\$ 728.30
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Dec-19	Conference	1-May-20	6-May-20	Montreal	PQ	Hotel Deposit			\$ 296.31		\$ 296.31
Credit Card	6-Dec-19	Conference	30-Nov-19	3-Dec-19	Toronto	ON	Baggage Fees/Hotel/Taxis			\$ 790.91	\$ 345.68	\$ 1,136.59
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	20-Dec-19	College Meeting	14-Nov-19	14-Nov-19	Upper Water Street	NS	Mileage	8.4				\$ 3.36
Travel Claim	20-Dec-19	College Meeting	25-Nov-19	25-Nov-19	Brownlow Avenue	NS	Mileage/Tolls	16.2			\$ 2.00	\$ 8.48
Travel Claim	20-Dec-19	Conference	30-Nov-19	3-Dec-19	Toronto	NS	Meals/Incidentals		\$ 185.00		\$ 15.00	\$ 200.00
Travel Claim	20-Dec-19	College Meeting	4-Dec-19	4-Dec-19	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	20-Dec-19	College Meeting	5-Dec-19	5-Dec-19	Brownlow Avenue	NS	Mileage/Tolls	16.2			\$ 2.00	\$ 8.48
Travel Claim	20-Dec-19	College Meeting	6-Dec-19	6-Dec-19	Brownlow Avenue	NS	Mileage/Tolls	16.2			\$ 2.00	\$ 8.48
Travel Claim	20-Dec-19	College Meeting	9-Dec-19	9-Dec-19	Pictou Campus	NS	Meals		\$ 35.00			\$ 35.00
Travel Claim	20-Dec-19	College Meeting	11-Dec-19	12-Dec-19	Ivany Campus	NS	Mileage/Tolls	64			\$ 4.00	\$ 29.60
Travel Claim	20-Dec-19	College Meeting	16-Dec-19	16-Dec-19	Brownlow Avenue	NS	Mileage/Tolls	16.2			\$ 2.00	\$ 8.48
Travel Claim	20-Dec-19	College Meeting	17-Dec-19	17-Dec-19	Marconi Campus	NS	Meals		\$ 10.00			\$ 10.00
Travel Claim	20-Dec-19	College Meeting	20-Dec-19	20-Dec-19	Kingstec Campus	NS	Meals		\$ 15.00			\$ 15.00
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Credit Card	6-Jan-20	Conference	1-May-20	6-May-20	Montreal	PQ	Hotel Deposit Credit			\$ (296.31)		\$ (296.31)
Credit Card	6-Jan-20	College Meeting	9-Dec-19	9-Dec-19	Pictou Campus	NS	Rental Car/Fuel				\$ 130.63	\$ 130.63
Credit Card	6-Jan-20	College Event	31-Jul-19	31-Jul-19	Truro Campus	NS	Rental Car				\$ 81.42	\$ 81.42
Credit Card	6-Jan-20	College Meeting	17-Dec-19	17-Dec-19	Marconi Campus	NS	Taxis				\$ 144.00	\$ 144.00
Credit Card	6-Jan-20	College Meeting	20-Dec-19	20-Dec-19	Kingstec Campus	NS	Rental Car/Fuel				\$ 66.96	\$ 66.96
Reviewed by Internal Auditor: <i>Bruce Spence</i>												
Travel Claim	30-Jan-20	College Meeting	14-Jan-20	14-Jan-20	Kempt Road	NS	Mileage	3				\$ 1.20



A. Burke, VP Academic - Travel Report (2019/2020)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	30-Jan-20	College Meeting	20-Jan-20	21-Jan-20	Marconi Campus	NS	Mileage/Meals/Tolls/Incidentals	69.6	\$ 40.00		\$ 7.00	\$ 74.84
Travel Claim	30-Jan-20	College Meeting	29-Jan-20	30-Jan-20	Brownlow Avenue	NS	Mileage/Tolls	32.4			\$ 4.00	\$ 16.96
Reviewed by Internal Auditor: <i>Burke</i>												
Credit Card	6-Feb-20	College Meeting	20-Jan-20	21-Jan-20	Marconi Campus	NS	Hotel/Taxi			\$ 145.45	\$ 72.00	\$ 217.45
Credit Card	6-Feb-20	Conference	5-Feb-20	8-Feb-20	Toronto	ON	Taxi				\$ 67.20	\$ 67.20
Reviewed by Internal Auditor: <i>Burke</i>												
Travel Claim	21-Feb-20	Conference	5-Feb-20	8-Feb-20	Toronto	NS	Meals/Incidentals		\$ 165.00		\$ 15.00	\$ 180.00
Travel Claim	21-Feb-20	College Meeting	10-Feb-20	10-Feb-20	Brownlow Avenue	NS	Mileage/Tolls	16.2			\$ 2.00	\$ 8.48
Travel Claim	21-Feb-20	College Meeting	13-Feb-20	13-Feb-20	Barrington Street	NS	Mileage	9.6				\$ 3.84
Travel Claim	21-Feb-20	College Meeting	21-Feb-20	21-Feb-20	Purdy's Wharf	NS	Mileage	4.2				\$ 1.68
Reviewed by Internal Auditor: <i>Burke</i>												
Direct Billed		Conference	5-Feb-20	8-Feb-20	Toronto	ON	Flight				\$ 568.21	\$ 568.21
Direct Billed		Conference	2-May-20	6-May-20	Montreal	PQ	Flight				\$ 455.93	\$ 455.93
Reviewed by Internal Auditor: <i>Burke</i>												
Credit Card	6-Mar-20	Conference	5-Feb-20	8-Feb-20	Toronto	ON	Taxis/Hotel			\$ 595.83	\$ 141.60	\$ 737.43
Credit Card	6-Mar-20	College Meeting	21-Feb-20	21-Feb-20	Upper Water Street	NS	Taxi				\$ 14.00	\$ 14.00
Credit Card	6-Mar-20	College Meeting	4-Mar-20	4-Mar-20	Hollis Street	NS	Parking				\$ 9.00	\$ 9.00
Reviewed by Internal Auditor: <i>Burke</i>												
Travel Claim	11-Mar-20	College Meeting	4-Mar-20	4-Mar-20	Ivany Campus	NS	Mileage/Tolls	32			\$ 2.00	\$ 14.80
Travel Claim	11-Mar-20	College Meeting	4-Mar-20	4-Mar-20	Hollis Street	NS	Mileage	8.8				\$ 3.52
Travel Claim	11-Mar-20	College Meeting	6-Mar-20	6-Mar-20	Shubie Drive	NS	Mileage/Tolls	20.8			\$ 2.00	\$ 10.32
Travel Claim	11-Mar-20	College Meeting	11-Mar-20	11-Mar-20	University Ave.	NS	Mileage	9.4				\$ 3.76
Reviewed by Internal Auditor: <i>Burke</i>												



A. Burke, VP Academic - Hospitality Report (2019/2020)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card (AA)	6-Jun-19	College Meeting	3-Jun-19	3-Jun-19	IT Campus	NS	Meal		\$ 50.10			\$ 50.10
Reviewed by Internal Auditor:		<i>Bun Spore</i>										
Credit Card	6-Jul-19	Business Event	27-Jun-19	27-Jun-19	Victoria	BC	Meal		\$ 31.50			\$ 31.50
Reviewed by Internal Auditor:		<i>Bun Spore</i>										
Credit Card	6-Nov-19	Business Event	3-Dec-19	3-Dec-19	Marginal Road	NS	Table		\$ 950.00			\$ 950.00
Credit Card	6-Nov-19	College Meeting	25-Oct-19	25-Oct-19	Truro Campus	NS	Meal		\$ 13.20			\$ 13.20
Reviewed by Internal Auditor:		<i>Bun Spore</i>										



L. Hartwell - VP Campuses & Communities - Travel Report (2019/2020)

Source	Claim/invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	31-Jul-19	College Meetings	29-Jul-19	1-Aug-19	Kentville and Truro	NS	gas				\$ 48.49	\$ 48.49
Reviewed by Internal Auditor: <i>Ben Spina</i>												
Direct Invoice	2-Aug-19	College Meetings	26-Jul-19	1-Aug-19	Kentville and Truro	NS	Rental Car				\$ 232.00	\$ 232.00
Reviewed by Internal Auditor: <i>Ben Spina</i>												
Travel Claim	14-Aug-19	College Meetings	29-Jul-19	1-Aug-19	Kentville and Truro	NS	gas				\$ 60.67	\$ 60.67
Travel Claim	14-Aug-19	College Meetings	6-Aug-19	6-Aug-19	Amherst	NS	Mileage, meals, tolls	398	\$ 15.00		\$ 8.00	\$ 182.20
Travel Claim	14-Aug-19	College Meetings	12-Aug-19	14-Aug-19	Kentville, Yarmouth, Shelburne, AVC	NS	Meals, accommodations, overnight, gas		\$ 90.00	\$ 386.40	\$ 82.73	\$ 559.13
Reviewed by Internal Auditor: <i>Ben Spina</i>												
Direct Invoice	15-Aug-19	College Meetings	12-Aug-19	15-Aug-19	Kentville, Yarmouth, Shelburne, AVC	NS	Rental Car				\$ 122.13	\$ 122.13
Reviewed by Internal Auditor: <i>Ben Spina</i>												
Travel Claim	30-Aug-19	College Meetings	16-Aug-19	16-Aug-19	Ivany Campus	NS	Mileage, tolls	32			\$ 2.00	\$ 14.80
Travel Claim	30-Aug-19	College Meetings	19-Aug-19	19-Aug-19	Truro Campus	NS	Mileage	198				\$ 79.20
Travel Claim	30-Aug-19	College Meetings	21-Aug-19	23-Aug-19	Digby	NS	Meals, overnight		\$ 50.00		\$ 10.00	\$ 60.00
Travel Claim	30-Aug-19	College Meetings	26-Aug-19	26-Aug-19	Ivany Campus	NS	Mileage, tolls	32			\$ 2.00	\$ 14.80
Travel Claim	30-Aug-19	College Meetings	28-Aug-19	30-Aug-19	Marconi, Strait and Pictou Campuses	NS	Meals, gas, accommodations, overnight		\$ 95.00	\$ 319.06	\$ 109.01	\$ 523.07
Reviewed by Internal Auditor: <i>Ben Spina</i>												
Direct Invoice	3-Sep-19	College Meetings	27-Aug-19	31-Aug-19	Marconi, Strait, Pictou	NS	Rental Car				\$ 153.82	\$ 153.82
Reviewed by Internal Auditor: <i>Ben Spina</i>												
Credit Card	9-Sep-19	College Meetings	21-Aug-19	23-Aug-19	Digby	NS	Accommodations			\$ 373.75		\$ 373.75
Reviewed by Internal Auditor: <i>Ben Spina</i>												
Travel Claim	5-Sep-19	College Meetings	5-Sep-19	5-Sep-19	Truro	NS	Mileage	198				\$ 79.20
Reviewed by Internal Auditor: <i>Ben Spina</i>												
Credit Card	7-Oct-19	Business Event	2-Nov-19	5-Nov-19	Boston	MA	Flight				\$ 421.12	\$ 421.12
Reviewed by Internal Auditor: <i>Ben Spina</i>												
Travel Claim	18-Oct-19	College Meetings	9-Oct-19	11-Oct-19	Middleton	NS	meals/overnight		\$ 115.00		\$ 10.00	\$ 125.00
Travel Claim	18-Oct-19	College Meetings	17-Oct-19	18-Oct-19	Truro and Pictou	NS	meals		\$ 55.00			\$ 55.00
Reviewed by Internal Auditor: <i>Ben Spina</i>												
Direct Invoice	11-Oct-19	College Meetings	9-Oct-19	11-Oct-19	Middleton	NS	Rental Car				\$ 122.13	\$ 122.13
Direct Invoice	18-Oct-19	College Meetings	16-Oct-19	18-Oct-19	Truro and Pictou	NS	Rental Car				\$ 108.72	\$ 108.72
Reviewed by Internal Auditor: <i>Ben Spina</i>												
Travel Claim (ds)	18-Oct-19	College Meetings	16-Oct-19	18-Oct-19	Truro and Pictou	NS	Fuel				\$ 41.37	\$ 41.37
Reviewed by Internal Auditor: <i>Ben Spina</i>												
Credit Card	6-Nov-19	College Meetings	9-Oct-19	11-Oct-19	Middleton	NS	Accommodations			\$ 273.70		\$ 273.70
Credit Card	6-Nov-19	Business Event	2-Nov-19	5-Nov-19	Boston	MA	Travel Insurance				\$ 46.00	\$ 46.00
Reviewed by Internal Auditor: <i>Ben Spina</i>												
Travel Claim	26-Nov-19	Business Meetings	2-Nov-19	5-Nov-19	Boston	MA	mileage/meals/overnight	53.4	\$ 142.02		\$ 20.28	\$ 183.66
Travel Claim	26-Nov-19	College Meetings	20-Nov-19	22-Nov-19	Yarmouth	NS	gas/meals/overnight		\$ 115.00		\$ 59.39	\$ 174.39
Travel Claim	26-Nov-19	College Meetings	25-Nov-19	26-Nov-19	Middleton	NS	gas/meals/overnight		\$ 25.00		\$ 27.15	\$ 52.15
Reviewed by Internal Auditor: <i>Ben Spina</i>												
Direct Invoice	22-Nov-19	College Meetings	20-Nov-19	22-Nov-19	Yarmouth	NS	Rental Car				\$ 115.37	\$ 115.37
Direct Invoice	26-Nov-19	College Meetings	25-Nov-19	26-Nov-19	Middleton	NS	Rental Car				\$ 81.03	\$ 81.03
Reviewed by Internal Auditor: <i>Ben Spina</i>												
Credit Card	6-Dec-19	Business Meetings	2-Nov-19	5-Nov-19	Boston	MA	Accommodations			\$ 1,021.41		\$ 1,021.41
Credit Card	6-Dec-19	College Meetings	20-Nov-19	22-Nov-19	Yarmouth	NS	Accommodations			\$ 267.00		\$ 267.00
Credit Card	6-Dec-19	College Meetings	25-Nov-19	26-Nov-19	Middleton	NS	Accommodations			\$ 148.35		\$ 148.35
Reviewed by Internal Auditor: <i>Ben Spina</i>												
Travel Claim	19-Dec-19	College Meetings	8-Dec-19	9-Dec-19	Stellarton	NS	meals/overnight/accommodations		\$ 25.00	\$ 152.06	\$ 5.00	\$ 182.06
Travel Claim	19-Dec-19	College Meetings	19-Dec-19	19-Dec-19	Kentville	NS	gas				\$ 35.00	\$ 35.00
Reviewed by Internal Auditor: <i>Ben Spina</i>												
Direct Invoice	19-Dec-19	College Meetings	19-Dec-19	19-Dec-19	Kentville	NS	Rental Car				\$ 47.61	\$ 47.61
Reviewed by Internal Auditor: <i>Ben Spina</i>												
Direct Invoice	13-Jan-20	College Meetings	20-Jan-20	21-Jan-20	Sydney	NS	flight				\$ 510.60	\$ 510.60
Reviewed by Internal Auditor: <i>Ben Spina</i>												
Travel Claim	21-Jan-20	College Meetings	20-Jan-20	21-Jan-20	Sydney	NS	meals/overnight/accommodations/mileage/rental car	53.4	\$ 50.00	\$ 145.45	\$ 94.44	\$ 311.25
Reviewed by Internal Auditor: <i>Ben Spina</i>												
Travel Claim	12-Mar-20	Business Meetings	7-Mar-20	12-Mar-20	Victoria	BC	mileage/meals/overnight/parking	55	\$ 135.00		\$ 21.00	\$ 178.00
Reviewed by Internal Auditor: <i>Ben Spina</i>												
Credit Card	6-Mar-20	Business Event	2-May-20	5-May-20	Montreal	QC	flight (cancelled - credit received)				\$ 398.18	\$ 398.18
Credit Card	6-Mar-20	Business Event	7-Mar-20	12-Mar-20	Victoria	BC	flight/hotel deposit			\$ 252.99	\$ 1,795.09	\$ 2,048.08
Credit Card	6-Mar-20	Business Meetings	11-Feb-20	11-Feb-20	Halifax	NS	transportation				\$ 12.90	\$ 12.90
Reviewed by Internal Auditor: <i>Ben Spina</i>												
Credit Card	6-Apr-20	Business Event	7-Mar-20	12-Mar-20	Victoria	BC	Accommodations			\$ 396.00		\$ 396.00
Credit Card	6-Apr-20	Business Event	7-Mar-20	12-Mar-20	Victoria	BC	transportation				\$ 68.20	\$ 68.20
Reviewed by Internal Auditor: <i>Ben Spina</i>												



L. Hartwell, VP Campuses & Communities - Hospitality Report (2019/2020)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Credit Card	6-Feb-20	College Meeting	4-Feb-20	4-Feb-20	Dartmouth	NS	Receipted Meal		\$ 168.93			\$ 168.93
Credit Card	6-Feb-20	Business Meeting	12-Feb-20	12-Feb-20	Halifax	NS	Luncheon		\$ 114.94			\$ 114.94
Reviewed by Internal Auditor:		<u>Bruce Spence</u>										
Credit Card	6-Mar-20	College Meeting	5-Mar-20	5-Mar-20	Halifax	NS	Receipted Meal		\$ 60.84			\$60.84
Reviewed by Internal Auditor:		<u>Bruce Spence</u>										



C MacLean - VP Campuses & Communities - Travel Report (2019/2020)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	18-Apr-19	College Meetings	8-Apr-19	8-Apr-19	Middleton	NS	Mileage	308				\$ 123.20
Travel Claim	18-Apr-19	College Meetings	9-Apr-19	10-Apr-19	Airport - Sydney	NS	Mileage, meals, Parking, Overnight	66.2	\$ 40.00		\$ 27.00	\$ 93.48
Travel Claim	18-Apr-19	College Meetings	11-Apr-19	11-Apr-19	Halifax	NS	Mileage	8.4				\$ 3.36
Travel Claim	18-Apr-19	College Meetings	18-Apr-19	18-Apr-19	Dartmouth	NS	Mileage and tolls	24			\$ 2.00	\$ 11.60
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Credit Card	6-May-19	College Meetings	9-Apr-19	10-Apr-19	Sydney	NS	Accommodations			\$ 144.28		\$ 144.28
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Travel Claim	10-May-19	College Meetings	1-May-19	1-May-19	Stellarton	NS	Mileage	324				\$ 129.60
Travel Claim	10-May-19	College Meetings	2-May-19	2-May-19	Argyle Street	NS	Mileage and Parking	8.6			\$ 16.50	\$ 19.94
Travel Claim	10-May-19	Business Meetings	4-May-19	8-May-19	Niagara Falls	ON	Mileage, meals, Parking, Accommodations, Overnight	151.8	\$ 219.35	\$ 678.50	\$ 20.00	\$ 978.57
Travel Claim	10-May-19	Business Meetings	9-May-19	10-May-19	Fredericton	NB	Mileage, meals, Parking, Accommodations, Overnight	69.6	\$ 40.00	\$ 263.35	\$ 19.38	\$ 350.57
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Travel Claim	27-May-19	College Meetings	22-May-19	22-May-19	ALT	NS	Mileage and Parking	66.2			\$ 24.00	\$ 50.48
Travel Claim	27-May-19	College Meetings	27-May-19	27-May-19	Marginal Road	NS	Mileage	11.8				\$ 4.72
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Credit Card	6-Jun-19	Business Meetings	4-May-19	8-May-19	Niagara Falls	ON	Baggage				\$ 69.00	\$ 69.00
Reviewed by Internal Auditor: <i>Bruce Spares</i>												
Travel Claim	21-Jun-19	Convocation	5-Jun-19	5-Jun-19	Shelburne Campus	NS	Mileage	232				\$ 92.80
Travel Claim	21-Jun-19	Convocation	10-Jun-19	11-Jun-19	Burridge and AVC Campuses	NS	Mileage, Meals, Accommodations, Overnight	541	\$ 25.00	166.75	\$ 5.00	\$ 413.15
Travel Claim	21-Jun-19	Convocation	12-Jun-19	12-Jun-19	Cumberland and Truro Campuses	NS	Mileage, Meals, Tolls	389	\$ 25.00		\$ 8.00	\$ 188.60
Travel Claim	21-Jun-19	Convocation	13-Jun-19	14-Jun-19	Pictou, Strait and Marconi Campuses	NS	Mileage, Meals, Parking, Accommodations, Overnight	66.2	\$ 80.00	\$ 139.59	\$ 19.95	\$ 266.02
Travel Claim	21-Jun-19	Convocation	21-Jun-19	21-Jun-19	Kingstec Campus	NS	Mileage	216				\$ 86.40
Reviewed by Internal Auditor: <i>Bruce Spares</i>												



C. MacLean, VP Campuses & Communities - Hospitality Report (2019/2020)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	18-Apr-19	College Meeting	15-Apr-19	15-Apr-19	Halifax	NS	Receipted Meal		\$ 58.00			\$ 58.00
Reviewed by Internal Auditor:		<i>Ben Spence</i>										
Travel Claim	27-May-19	College Meetings	16-Apr-19	16-Apr-19	Dartmouth	NS	Receipted Meal		\$ 79.67			\$ 79.67
Reviewed by Internal Auditor:		<i>Ben Spence</i>										



R Penfound - VP Organizational Development - Travel Report (2019-2020)

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Travel Claim	10-Apr-19	Conference	6-Apr-19	10-Apr-19	Miami, Florida	US	Mileage, Meals, Hotel, Taxi, Baggage & Overnight	120	\$ 172.01	\$ 1,446.99	\$ 135.64	\$ 1,802.64
Reviewed by Internal Auditor: <i>Ben Spence</i>												
Travel Claim	30-May-19	Business Meeting	2-May-19	2-May-19	Argyle Street	NS	Mileage, Parking Mileage, Meals, Hotel, Baggage &	13.2			\$ 8.00	\$ 13.28
Travel Claim	30-May-19	Conference	4-May-19	8-May-19	Niagara Falls, ON	ON	Overnight	120	\$ 130.00	\$ 678.51	\$ 89.00	\$ 945.51
Travel Claim	30-May-19	Business Event	8-May-19	9-May-19	Fredericton, NB	NB	Mileage, Meals, Hotel, Tolls and Overnight	868	\$ 40.00	\$ 263.45	\$ 13.00	\$ 663.65
Travel Claim	30-May-19	Business Meeting	15-May-19	15-May-19	Margina Road	NS	Mileage	13.3				\$ 5.32
Travel Claim	30-May-19	College Meeting	22-May-19	22-May-19	Silver Dart, Enfield	NS	Mileage, Parking	59.8			\$ 24.00	\$ 47.92
Travel Claim	30-May-19	College Meeting	27-May-19	27-May-19	Lower Water Street	NS	Mileage	10.4				\$ 4.36
Travel Claim	30-May-19	College Event	30-May-19	30-May-19	Truro Campus	NS	Mileage	182				\$ 72.80
Reviewed by Internal Auditor: <i>Ben Spence</i>												
Travel Claim	21-Jun-19	College Event	5-Jun-19	5-Jun-19	119 Old Birchtown Road, Shelburne	NS	Mileage	430.4				\$ 172.16
Travel Claim	21-Jun-19	Convocation	10-Jun-19	10-Jun-19	Lunenburg and Shelburne Campuses	NS	Mileage, Meal, Hotel & Overnight	308.8	\$ 15.00	\$ 166.75	\$ 5.00	\$ 310.27
Travel Claim	21-Jun-19	Convocation	11-Jun-19	11-Jun-19	Burrdige & AVC Campuses	NS	Mileage & Meals	308.9	\$ 50.00			\$ 173.56
Travel Claim	21-Jun-19	Convocation	12-Jun-19	12-Jun-19	Cumberland Campus	NS	Mileage, Meals & Tolls	356.4	\$ 25.00		\$ 4.00	\$ 175.56
Travel Claim	21-Jun-19	Convocation	13-Jun-19	13-Jun-19	Pictou and Strait Area Campuses	NS	Mileage, Meals, Hotel & Overnight	401.1	\$ 50.00	\$ 139.59	\$ 5.00	\$ 355.03
Travel Claim	21-Jun-19	Convocation	14-Jun-19	14-Jun-19	Marconi Campus	NS	Mileage & Meals	423.2	\$ 25.00			\$ 194.28
Travel Claim	21-Jun-19	Convocation	17-Jun-19	20-Jun-19	IT, Akerley and Ivany Campuses	NS	Mileage	27.2				\$ 10.88
Travel Claim	21-Jun-19	Convocation	0-Jan-00	21-Jun-19	Kingstec Campus	NS	Mileage	206.2				\$ 84.28
Reviewed by Internal Auditor: <i>Ben Spence</i>												
Travel Claim	1-Aug-19	College Meeting	29-Jul-19	29-Jul-19	29 Summit Street to Truro - Return	NS	Mileage	189.2				\$ 75.68
Travel Claim	1-Aug-19	College Meeting	30-Jul-19	30-Jul-19	29 Summit Street to Truro - Return	NS	Mileage	189.2				\$ 75.68
Travel Claim	1-Aug-19	College Meeting	31-Jul-19	31-Jul-19	29 Summit Street to Truro - Return	NS	Mileage	189.2				\$ 75.68
Travel Claim	1-Aug-19	College Meeting	1-Aug-19	1-Aug-19	29 Summit Street to Truro - Return	NS	Mileage	189.2				\$ 75.68
Reviewed by Internal Auditor: <i>Ben Spence</i>												
Travel Claim	23-Aug-19	College Meeting	21-Aug-19	23-Aug-19	103 Shore Road, Digby	NS	Mileage, Meals, Hotel & Overnight	445.6	\$ 80.00	\$ 370.75	\$ 10.00	\$ 612.99
Reviewed by Internal Auditor: <i>Ben Spence</i>												
Travel Claim	16-Oct-19	College Meeting	15-Oct-19	15-Oct-19	1223 Water Street	NS	Mileage, Parking	11.2			\$ 34.00	\$ 38.48
Travel Claim	16-Oct-19	Business Meeting	16-Oct-19	16-Oct-19	1055 Marginal Road	NS	Mileage, Parking	12			\$ 5.00	\$ 9.80
Reviewed by Internal Auditor: <i>Ben Spence</i>												
Travel Claim	15-Nov-19	College Meeting	14-Nov-19	14-Nov-19	29 Summit Street to Truro - Return	NS	Mileage	182				\$ 72.80
Travel Claim	15-Nov-19	Business Meeting	15-Nov-19	15-Nov-19	1983 Upper Water Street	NS	Mileage	8				\$ 3.20
Reviewed by Internal Auditor: <i>Ben Spence</i>												
Travel Claim	19-Dec-19	Business Meeting	13-Dec-19	13-Dec-19	1505 Barrington Street	NS	Mileage	10.2				\$ 4.08
Travel Claim	19-Dec-19	College Meeting	19-Dec-19	19-Dec-19	Waverly/Lunenburg Campus	NS	Mileage	242.6				\$ 97.04
Reviewed by Internal Auditor: <i>Ben Spence</i>												
Travel Claim	13-Feb-20	Business Event	12-Feb-20	12-Feb-20	Chamber Luncheon - 961 Marginal Road	NS	Mileage	15.4				\$ 6.16
Travel Claim	13-Feb-20	Business Event	13-Feb-20	13-Feb-20	Roundtable - 10 Cherry Brook Road	NS	Mileage	19				\$ 7.60
Reviewed by Internal Auditor: <i>Ben Spence</i>												
Credit Card	7-Apr-20	Conference	2-May-20	6-May-20	Montreal (Mtgs postponed credit received)	QC	Airfare				\$ 438.63	\$ 438.63
Reviewed by Internal Auditor: <i>Ben Spence</i>												