



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

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	KM	Meals	Accom.	Other	Total
Direct Invoice	19-Apr-23	College Meetings	19-Apr-23	20-Apr-23	Sydney	NS	Car Rental				\$ 88.66	\$ 88.66
Reviewed by Internal Auditor:		<i>Blue Spence</i>										
Expense Claim	26-Apr-23	College Meetings	17-Apr-23	17-Apr-23	Port Hawkesbury	NS	Mileage	537				\$ 306.09
Expense Claim	26-Apr-23	College Meetings	19-Apr-23	20-Apr-23	Sydney	NS	Meals/Overnight Incidentals		\$ 50.00		\$ 5.00	\$ 55.00
Expense Claim	26-Apr-23	College/Business Meetings	22-Apr-23	26-Apr-23	Montreal	QC	Mileage/Meals/Overnight Incidentals/Parking	56	\$ 170.00		\$ 26.00	\$ 227.92
Reviewed by Internal Auditor:		<i>Blue Spence</i>										
Credit Card	6-May-23	College Meetings	19-Apr-23	20-Apr-23	Sydney	NS	Fuel/Accommodations			\$ 174.78	\$ 99.59	\$ 274.37
Credit Card	6-May-23	College/Business Meetings	22-Apr-23	26-Apr-23	Montreal	QC	Accommodations			\$ 960.33		\$ 960.33
Reviewed by Internal Auditor:		<i>Blue Spence</i>										
Expense Claim	27-Jun-23	Convocation	05-Jun-23	05-Jun-23	Cumberland/Truro Campuses	NS	Meals		\$ 10.00			\$ 10.00
Expense Claim	27-Jun-23	Convocation	07-Jun-23	07-Jun-23	Lunenburg Campus	NS	Meals		\$ 25.00			\$ 25.00
Expense Claim	27-Jun-23	College/Business Meetings	27-Jun-23	27-Jun-23	Truro	NS	Mileage/Meals	170	\$ 15.00			\$ 111.90
Reviewed by Internal Auditor:		<i>Blue Spence</i>										
Credit Card	6-Jul-23	Convocation	07-Jun-23	08-Jun-23	Lunenburg/Pictou	NS	Fuel/Car Rental				\$ 145.33	\$ 145.33
Credit Card	6-Jul-23	Convocation	12-Jun-23	12-Jun-23	Kentville	NS	Fuel/Car Rental				\$ 79.04	\$ 79.04
Reviewed by Internal Auditor:		<i>Blue Spence</i>										
Expense Claim	4-Oct-23	College Meetings	01-Oct-23	04-Oct-23	Shelburne/Burridge	NS	Mileage/Meals/Overnight Incidentals	609	\$ 70.00		\$ 15.00	\$ 431.66
Reviewed by Internal Auditor:		<i>Blue Spence</i>										
Credit Card	6-Oct-23	College Meetings	01-Oct-23	04-Oct-23	Shelburne/Burridge	NS	Accommodations			\$ 679.35		\$ 679.35
Reviewed by Internal Auditor:		<i>Blue Spence</i>										
Expense Claim (DS)	19-Jan-24	College Meetings	18-Jan-24	19-Jan-24	Pictou/Strait	NS	Fuel				\$ 104.89	\$ 104.89
Reviewed by Internal Auditor:		<i>Blue Spence</i>										
Expense Claim	19-Jan-24	College Meetings	18-Jan-24	19-Jan-24	Pictou/Strait	NS	Meals/Overnight Incidentals		\$ 40.00		\$ 5.00	\$ 45.00
Reviewed by Internal Auditor:		<i>Blue Spence</i>										
Direct Billed	19-Jan-24	College Meetings	18-Jan-24	19-Jan-24	Pictou/Strait	NS	Rental Car				\$ 164.54	\$ 164.54
Reviewed by Internal Auditor:		<i>Blue Spence</i>										
Credit Card	6-Feb-24	College Meetings	18-Jan-24	19-Jan-24	Pictou/Strait	NS	Accommodations			\$ 207.15		\$ 207.15
Reviewed by Internal Auditor:		<i>Blue Spence</i>										
Expense Claim	25-Mar-24	Business Meetings	15-Jun-24	19-Jun-24	Virginia Beach	VA	Flight				\$ 1,355.10	\$ 1,355.10
Reviewed by Internal Auditor:		<i>Blue Spence</i>										



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

Source	Claim/Invoice/Statement Date	Purpose	Start Date	End Date	Destination	Province	Expense Type	Meals	Other	Total
Credit Card	6-Jun-23	College Meeting	8-May-23	8-May-23	Halifax	NS	Receipted Meal (2 people)	\$ 57.20		\$ 57.20
Reviewed by Internal Auditor:		<u>Ben Spence</u>								