Red River College
Quarterly Expense Reporting

President and CEO

RED RIVER COLLEGE
OF APPLIED ARTS, SCIENCE AND TECHNOLOGY

Date: January 1 - March 31, 2016

1) Business Travel Expenses and Professional Development

This includes all reimbursable expenses for travel activities while on College Business, attendance at and/or presenting at conferences, participating with professional organizations, and participating in professional development.

* "Other Transportation" includes public transportation, rental cars, taxi, car service fees, parking, etc.

** "Meals and Incidentals" at RRC are reimbursed on a per diem basis while on business travel

*** "Other" includes conference and professional development registration fees and other miscellaneous business expenses.

				Receipted Expenses						Non-Receipted			
Position	**Dates**	**Destination**	**Purpose**	**Airfare**	**Other Transportation***	**Accommodation**	**Meals**	**Other***	**Sub-total**	**Meals** & Incidentals**	**Other Transportation***	**Sub-total**	**Grand Total**
President	January 26-28, 2016	Ottawa, Ontario	Polytechnics Canada National Strategy Group Forum and Board Meeting	$740.57	$134.00	$649.46	$131.64		$1,655.67				$1,655.67
				$740.57	**$134.00**	**$649.46**	**$131.64**	**$0.00**	**$1,655.67**	**$0.00**	**$0.00**	**$0.00**	**$1,655.67**

2) Business Meetings and Working Session Expenses

Red River College Policy provides for hosting and working session expenses to be reimbursed for College business activity

Business activity can include meetings with external parties and RRC employees

* "Community Relations" includes meetings with community members, Board of Directors that the President is a member, community partners

** "Leadership Development" includes meetings with consultants and partners that are part of helping RRC leadership.

				Receipted Expenses								
Position	**Dates**	**Destination**	**Purpose**	**Airfare**	**Other Transportation**	**Accommodation**	**Other**	**Sub-total**	**Meals & Incidentals**	**Other Transportation**	**Sub-total**	**Grand Total**
								$0.00			$0.00	$0.00
								$0.00				$0.00
								$0.00				$0.00
								$0.00			$0.00	$0.00
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								$0.00			$0.00	$0.00
								$0.00			$0.00	$0.00
								$0.00				$0.00
								$0.00			$0.00	$0.00
								$0.00			$0.00	$0.00
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								$0.00			$0.00	$0.00
								$0.00			$0.00	$0.00
				$0.00	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**