Expense Report
For Kathy Kinloch, President
For the period April 1, 2017 to March 31, 2018

Expense Description	Amount
Travel Expenses	$ 12,759.00
Local Business and Travel Expenses	$ 3,169.23
	$ 15,928.23

Travel Expense Summary
For Kathy Kinloch, President
For the period April 1, 2017 to March 31, 2018

Date of Event	Description	Amount
April 18-21, 2017	Toronto, ON - Public Policy Forum Annual Growth Summit/Business Higher Education Roundtable	$ 1,046.90
May 21-June 1, 2017	Edmonton, AB - Polytechnics Canada Annual Conference	$ 1,413.85
September 11-13, 2017	Seattle, WA - Speaking Invitation - Cascadia Innovation Corridor Conference	$ 816.26
September 17-18, 2017	Victoria, BC - BC Association of Institutes and Universities Meeting	$ 613.62
October 1-2, 2017	Ottawa, ON - Installation of the 29th Governor - General of Canada, Julie Payette	$ 1,598.96
October 18-21, 2017	Beijing, China - Speaking Invitation - CICAN Education Expo (Event cancelled. Airfare subsequently refunded.)	$ 159.00
November 1-2, 2017	Toronto, ON - Business Higher Education Roundtable (Trip cancelled. Travel credit applied for future use.)	$ 657.06
November 4-6, 2017	Ottawa, ON - Polytechnics Canada National Strategy Group	$ 1,521.46
November 22-24, 2017	Toronto, ON - Women's Executive Network 2017	$ 1,064.74
January 9, 2018	Victoria, BC - Meeting at Ministry of Advanced Education & Skills Training	$ 519.91
March 18-19, 2018	Ottawa, ON - Polytechnics Canada Meeting	$ 1,972.71
April 11-13, 2018	Toronto, ON - Public Policy Forum Annual Growth Summit (pre-paid airfare in Q4 2018)	$ 1,374.53
Total Travel Expenses		**$ 12,759.00**

Travel Expense Summary
For Kathy Kinloch, President
For the period April 1, 2017 to March 31, 2018

Public Policy Forum Annual Growth Summit/Business Higher Education Roundtable		**Amount**
Date of Event/Transaction	April 18-21, 2017	
Destination	Toronto, ON	
Business Meals		$ 153.33
Accommodation		$ 756.57
Transportation		$ 137.00
Total:		**$ 1,046.90**
Notes:		

Polytechnics Canada Annual Conference		**Amount**
Date of Event/Transaction	May 31-June 1, 2017	
Destination	Edmonton, AB	
Airfare		$ 563.63
Accommodation		$ 224.41
Transportation		$ 205.81
Conference		$ 420.00
Total:		**$ 1,413.85**
Notes:		

Speaking Invitation - Cascadia Innovation Corridor Conference		**Amount**
Date of Event/Transaction	September 11-13, 2017	
Destination	Seattle, WA	
Airfare		$ 367.31
Accommodation		$ 284.54
Transportation		$ 136.43
Conference		$ 27.98
Total:		**$ 816.26**
Notes:		

BC Association of Institutes and Universities Meeting		**Amount**
Date of Event/Transaction	September 17-18, 2017	
Destination	Victoria, BC	
Airfare		$ 320.00
Accommodation		$ 273.42
Transportation		$ 20.20
Total:		**$ 613.62**
Notes:		

Installation of the 29th Governor - General of Canada, Julie Payette		**Amount**
Date of Event/Transaction	October 1-2, 2017	
Destination	Ottawa, ON	
Accommodation		$ 441.12
Airfare		$ 1,157.84
Total:		**$ 1,598.96**
Notes: Invited Guest		

Speaking Invitation- CICAN Education Expo		**Amount**
Date of Event/Transaction	October 18-21, 2017	
Destination	Beijing, China	
Airfare (September 2017)		$ 7,298.77
Airfare (October 2017)		$ (7,139.77)
Total:		**$ 159.00**
Notes: Event cancelled. Airfare subsequently refunded.		

Business Higher Education Roundtable		**Amount**
Date of Event/Transaction	November 1-2, 2017	
Destination	Toronto, ON	
Airfare		$ 657.06
Total:		**$ 657.06**
Notes: Trip cancelled. Travel credit applied for future use.		

Polytechnics Canada National Strategy Group		**Amount**
Date of Event/Transaction	November 4-6, 2017	
Destination	Ottawa, ON	
Accommodation		$ 481.19
Airfare		$ 920.27
Business Meals		$ 8.93
Transportation		$ 111.07
Total:		**$ 1,521.46**
Notes:		

Women's Executive Network 2017		**Amount**
Date of Event/Transaction	November 22-24, 2017	
Destination	Toronto, ON	
Airfare		$ 217.15
Accomodation		$ 554.50
Business Meals		$ 58.49
Transportation		$ 234.60
Total:		**$ 1,064.74**
Notes:		

Meeting at Ministry of Advanced Education & Skills Training		**Amount**
Date of Event/Transaction	January 9, 2018	
Destination	Victoria, BC	
Airfare		$ 509.41
Transportation		$ 10.50
Total:		**$ 519.91**
Notes:		

Polytechnics Canada Meeting		**Amount**
Date of Event/Transaction	March 18-19, 2018	
Destination	Ottawa, ON	
Airfare		$ 1,629.20
Business Meals		$ 293.74
Transportation		$ 49.77
Total:		**$ 1,972.71**
Notes:		

Public Policy Forum Annual Growth Summit		**Amount**
Date of Event/Transaction	April 11-13, 2018	
Destination	Toronto, ON	
Airfare		$ 1,092.03
Conference		$ 282.50
Total:		**$ 1,374.53**
Notes: Pre-paid airfare in Q4 2018		

Total Travel Expenses	**$ 12,759.00**

LOCAL BUSINESS AND TRAVEL EXPENSES

Date of Event/Transaction	Description	Amount
April 2017	Business Meals	$ 70.45
	Transportation	$ 69.00
	Conference	$ 472.50
	April 2017 Total	**$ 611.95**
May 2017	Business Meals	$ 271.76
	Transportation	$ 54.25
	May 2017 Total	**$ 326.01**
June 2017	Business Meals	$ 58.03
	Transportation	$ 47.00
	June 2017 Total	**$ 105.03**
July 2017	Business Meals	$ 56.16
	Transportation	$ 18.75
	July 2017 Total	**$ 74.91**
August 2017	Transportation	$ 9.00
	August 2017 Total	**$ 9.00**
September 2017	Business Meals	$ 53.41
	Transportation	$ 22.75
	September 2017 Total	**$ 76.16**
October 2017	Business Meals	$ 83.36
	Transportation	$ 82.00
	Accommodation	$ 142.68
	October 2017 Total	**$ 308.04**
November 2017	Business Meals	$ 73.36
	Transportation	$ 75.75
	November 2017 Total	**$ 149.11**
December 2017	Business Meals	$ 53.28
	Transportation	$ 33.00
	December 2017 Total	**$ 86.28**
January 2018	Business Meals	$ 143.71
	Transportation	$ 53.25
	Conference	$ 293.75
	January 2018 Total	**$ 490.71**

February 2018	Business Meals	$	65.21
	Transportation	$	25.00
	Conference	$	55.00
	Membership	$	395.00
	February 2018 Total	**$**	**540.21**
March 2018	Transportation	$	111.00
	Accommodation	$	280.82
	March 2018 Total	**$**	**391.82**

Total Local Business and Travel Expenses	**$**	**3,169.23**