<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Location</th>
<th>Purpose</th>
<th>Notes</th>
<th>Travel</th>
<th>Accom.</th>
<th>Meals</th>
<th>Hosp.</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 28, 2018 - Mar 1, 2018</td>
<td>Victoria</td>
<td>Conference</td>
<td>Business trip cancelled. Credit obtained for later use.</td>
<td>$579.02</td>
<td></td>
<td></td>
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<td>$579.02</td>
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<tr>
<td>Mar 12, 2018 - Mar 15, 2018</td>
<td>Calgary</td>
<td>Other</td>
<td>Business trip cancelled. Credit obtained for later use.</td>
<td>$583.17</td>
<td></td>
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<td>$583.17</td>
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<tr>
<td>Apr 10, 2018</td>
<td>Winnipeg</td>
<td>Other</td>
<td>Attended meeting with Dean of Education</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$50.17</td>
<td>$50.17</td>
</tr>
<tr>
<td>Apr 12, 2018 - Apr 13, 2018</td>
<td>Toronto</td>
<td>Community partners / stakeholders meetings</td>
<td>Business trip cancelled. Credit obtained for later use.</td>
<td>$160.06</td>
<td></td>
<td></td>
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<td>$160.06</td>
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<tr>
<td>Apr 16, 2018 - Apr 19, 2018</td>
<td>Lethbridge</td>
<td>Other</td>
<td>Participated in audit of University of Lethbridge as member of Campus Alberta Quality Council</td>
<td>$923.98</td>
<td></td>
<td></td>
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<td></td>
<td>$923.98</td>
</tr>
<tr>
<td>Jun 13, 2018</td>
<td>Winnipeg</td>
<td>Community partners / stakeholders meetings</td>
<td>Attended meeting with previous Provost</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$59.66</td>
<td>$59.66</td>
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<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
<td>$2,246.23</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$109.83</td>
<td>$0.00</td>
<td>$2,356.06</td>
</tr>
</tbody>
</table>

Glossary:
LOCATION refers to the city or country where the travel expenses were generally incurred.
PURPOSE refers to the event name or occasion for which the expenses were incurred.
NOTES provides context related to the event, or details related to other expenses.
TRAVEL refers to transportation expenses including but not limited to airfare and ground transportation (rental vehicle, taxi fare, parking, etc.).
MEALS refers to meal expenses for the claimant while on university business.
HOSPITALITY refers to meal or other expenses incurred by the claimant while hosting guests of the university.
COMMUNITY PARTNERS/STAKEHOLDER might include, but is not limited to donors, alumni, members of government, community and industry partners.
OTHER might include, but is not limited to, incidental costs, such as presentation equipment or office expenses, subscriptions, printed materials, etc.