### Name:
**Lynn Zapshala-Kelln**

### Reporting Period:
October 1, 2018 - December 31, 2018

<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>Sep 21, 2018</td>
<td>Montreal</td>
<td>Conference</td>
<td>Business trip cancelled</td>
<td>$497.10</td>
<td>$263.29</td>
<td></td>
<td></td>
<td></td>
<td>$760.39</td>
</tr>
<tr>
<td>Dec 14, 2018</td>
<td>Winnipeg</td>
<td>Other</td>
<td>Hosted meeting with direct reports</td>
<td></td>
<td></td>
<td></td>
<td>$276.38</td>
<td></td>
<td>$276.38</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td></td>
<td></td>
<td>$497.10</td>
<td>$263.29</td>
<td>$0.00</td>
<td>$276.38</td>
<td>$0.00</td>
<td>$1,036.77</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.