### Travel Expense Report

**Name:** John Kearsey  
**Reporting Period:** July 1, 2020 - September 30, 2020

<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>Jul 14, 2020</td>
<td>Winnipeg</td>
<td>Community partners / stakeholders meetings</td>
<td>Attended donor relations meeting</td>
<td></td>
<td></td>
<td></td>
<td>$12.72</td>
<td></td>
<td>$12.72</td>
</tr>
<tr>
<td>Jul 25, 2020</td>
<td>Winnipeg</td>
<td>Community partners / stakeholders meetings</td>
<td>Attended business meeting</td>
<td></td>
<td></td>
<td></td>
<td>$55.97</td>
<td></td>
<td>$55.97</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td></td>
<td></td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$68.69</td>
<td>$0.00</td>
<td>$68.69</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.