

Travel and Hospitality expenses
Individual
 Dr. Mark Kristmanson, CEO

Period
 December 2, 2015 to March 1, 2016

Event Description	Date	Attendees*	Destination/Location	Hospitality	Air/Train Fare	Other Transportation**	Accommodation	Meals & Incidentals	Other Expenses***	Total
Working lunch - NCC matters	January 7, 2016	1 NCC, 2 guests	NCC HQ, 40 Elgin Street, Ottawa (takeout from D'Arcy McGee's and JJ DC Café)	69.45	-	-	-	-	-	69.45
Working lunch - NCC matters	January 12, 2016	1 guest	NCC HQ, 40 Elgin Street, Ottawa (takeout from D'Arcy McGee's)	47.14	-	-	-	-	-	47.14
Working lunch - NCC matters	January 18, 2016	1 guest	Play Food and Wine, Ottawa, Ontario	72.77	-	-	-	-	-	72.77
Working dinner - NCC matters	February 11, 2016	1 guest	Restaurant 18, Ottawa, Ontario	152.44	-	-	-	-	-	152.44
Working breakfast - NCC matters	March 1, 2016	4 NCC, 10 guests	NCC HQ, 40 Elgin Street, Ottawa (takeout from Café Deluxe)	31.08	-	-	-	-	-	31.08
Purchase of refreshments for on-site meetings with external partners during this period	December 2, 2015 to March 1, 2016		Coffeemark Coffee and Tea Services Ltd, Ottawa, Ontario	94.50	-	-	-	-	-	94.50
Total				\$ 467.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 467.38

*Attendees: Hospitality breakdown of NCC employees and guests.

** Other Transportation: bus, taxi, business-use car mileage, parking and car rental.

*** Other Expenses: Passport fees, telephone expenses, photocopiers, etc.