**SUMMARY OF TRAVEL AND HOSPITALITY EXPENSES FOR THE PERIOD October 1, 2024 – December 31, 2024**

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| DATE | EVENT/ACTIVITY | LOCATION | DETAILED COSTS | TOTAL AMOUNT |
| November 4-5, 2024 | Attending U15 Executive Heads Meetings | Ottawa, Ontario  | Accommodation: $408.16Airfare: $1,398.85Airport Transportation: $399.00Taxi: $87.72 | **$2,293.73** |
| November 20-21, 2024 | Attending McMaster Fall Convocation ceremony, Honorary Degree recipient lunch event and Convocation Dinner | Hamilton, Ontario | Transportation: $320.00 | **$320.00** |
| Nov 25-26, 2024 | Attending donor stewardship and cultivation strategy breakfast meetings  | Toronto, Ontario | Accommodation: $774.98Transportation: $508.50 | **$1,283.48** |
| December 1-3, 2024 | Attending Government Relations meetings and Alumni advancement events | Ottawa, Ontario | Accommodation and Meals: $663.84Airfare: $355.95Airport Transportation: $508.50Taxi: $46.01 | **$1,574.30** |
| December 4-8, 2024 | Attending University Advancement and donor cultivation meetings  | London, UK  | Accommodation and Meals: $4,027.81Airfare: $9,979.57Airport Transportation: $735.82Taxi: $258.75 | **$15,001.95** |