

TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Dana Hynes

Position: Senior Director, Human Resources

Period Covered: July August 2016

Travel

- * "Other Transportation" includes fuel, taxis, private vehicles, rental vehicles and so forth while on travel status.
- ** "Other" includes incidentals such as long distance telephone calls and per diem while on travel status.

Travel Date(s)	Destination and Rationale	Airfare	Other Transportation*	Accommodations	Meals	Other	Total
	8/7/2016 Meeting - Edmonton		\$258.53	\$617.11	\$104.00	\$14.00	\$993.64

Hospitality and working Sessions

- •Hospitality expenses are incurred when, in the course of doing business or as a courtesy, Northern Lakes College Staff pay for food and beverage or other related expenses for someone not employed by the College.
- A working session is a non-travel meal expense at a commercial eating establishment while in the course of conducting office business.

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