

•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.

Date	Description and Rationale	Amount
7/7/2016	Working Session	\$41.12
8/16/2016	Working Session	\$57.87
8/17/2016	Working Session	\$81.33