

TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Dana Hynes

Position: Senior Director, Human Resources

Period Covered: July - Aug 2017

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.

			Other				
Travel date(s)	Destination and Rationale	Airfare	Transportation*	Accommodation	Meals	Other	Total
							\$0.00

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 eatting establishment while in the course of conducting business

Date	Destination and Rationale	Meals	Total