



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Dana Hynes

Position: Senior Director, Human Resources

Period Covered: November and December 2014

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 |
|----------------|---------------------------|---------|-----------------------|----------------|-------|-------|-------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

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.

| Date | Description and Rationale | Meals | Amount |
|------|---------------------------|-------|--------|
| | | | |
| | | | |