



## TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

**Name:** Brad Hestbak

**Position:** Senior Director, External Relations

**Period Covered:** July - August 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
	Travel to Wabasca for College						
8/28/2014	Golf Tournament		\$37.18				\$37.18

### 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
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