



TRAVEL, HOSPITALITY AND WORKING SESSION EXPENSE REPORT

Name: Brad Hestbak

Position: Senior Director, External Relations

Period Covered: November - 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
11/5/2014	Edmonton - Board Retreat		\$65.26	\$503.28	\$26.00		
11/15/2014	Wabasca - Metis Celebration		\$37.18				
11/19/2014	Driftpile - Reclamation Project		\$17.68				

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