



Northern Lakes College Executive Team Expense Report

Name: Brad Hestbak, Senior Director, External Relations

Expenses Processed: January 1, 2014 to June 25, 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*	Accommodation	Meals	Other	Total
Mar 28/14	Meal while on College business with NLC Staff		\$ 28.93				\$ 28.93
Apr 2/14 Apr 3/14	Rural Ec. Dev. Action Plan meeting in Camrose		\$ 137.60				\$ 137.60

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	Amount