



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
May 8/14	May 9/14	Creating Rural Connections Workforce Dev. Meetings in Grande Prairie	\$ 215.82					\$ 49.47
May 26/14	May 29/14	Leading the North Conference in Fort McMurray			\$ 611.25	34.45		\$ 645.70

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
May 6/14	Promotion meeting with external participants	\$ 28.93