



Northern Lakes College Executive Team Expense Report

Name: Brad Hestbak, Senior Director, External Relations

Expenses Processed: Jan 1, 2014 to Feb 28, 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
Jan 22/14	MOU signing	\$ 326.81					\$ 326.81
Feb 19/14	Wabasca Ec. Dev. Meeting in						
Feb 20/14	Calgary			\$ 269.56			\$ 269.56

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
Jan 28/14	Lunch with NLC staff & External participants- PR Job Fair	\$ 61.65
Feb 2/14	Lunch meeting with Northern Sunrise County and NLC staff	\$ 100.22
Feb 25/14	Catering service for 2014 Wabasca Career Fair	\$ 2,656.50