

TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Bruce D'Sena

Position: Chief Information Officer
Period Covered: March & April 2019

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	Other Airfare Transportation		Acco	mmodation	ation		Meals			Other		Total	
03/21/19	Meetings - Wabasca	\$ -	\$	150.15	\$	-	\$	-	. \$		- \$	150.15		

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 business

Date(s)	Destination and Rationale	M	leals	Other		Total	
		\$	-	\$ -	\$	-	
		\$	-	\$ -	\$	-	