



TRAVEL, HOSPITALITY, AND WORKING SESSION EXPENSE REPORT

Name: Diane Smith
Position: Executive Director, Student Services
Period Covered: July & August 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	Airfare	Other Transportation	Accommodation	Meals	Other	Total
07/09/19	Meetings - Grouard	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05
07/25/19	Meetings - Grouard	\$ -	\$ 127.05	\$ -	\$ 15.00	\$ -	\$ 142.05

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	Meals	Other	Total