Quarterly Expense Reporting



Date: July 1 - September 30, 2016

1) Business Travel Expenses and Professional Development

This includes all reimbursable expenses for travel activities while on College Business, attendance at and/or presenting at conferences, participating with professional organizations, and participating in professional development.

- * "Other Transportation" includes public transportation, rental cars, taxi, car service fees, parking, etc.
- ** "Meals and Incidentals" at RRC are reimbursed on a per diem basis while on business travel
- *** "Other" includes conference and professional development registration fees and other miscellaneous business expenses.

Receipted Expenses

Non-Receipted

					Other					Meals** &	Other		
Position	Dates	Destination	Purpose	Airfare	Transportation*	Accommodation	Meals	Other***	Sub-total	Incidentals	Transportation*	Sub-total 6	irand Total
President	9/26/2016	Shenyang, China	Chinese Visa application fee for upcoming trip to China in October					\$250.00	\$250.00				\$250.00
				\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00

2) Business Meetings and Working Session Expenses

Red River College Policy provides for hosting and working session expenses to be reimbursed for College business activity Business activity can include meetings with external parties and RRC employees

* "Community Relations" includes meetings with community members, Board of Directors that the President is a member, community partners

** "Leadership Development" includes meetings with consultants and partners that are part of helping RRC leadership.

		, , , , , ,		Receipted Expenses									
					Other				Meals &	Other			
Position	Dates	Destination	Purpose	Airfare	Transportation	Accommodation	Other	Sub-total	Incidentals	Transportation	Sub-total	Grand Total	
								\$0.00			\$0.00	\$0.00	
								\$0.00				\$0.00	
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