

Travel and Hospitality Expense Information

Dr. Lisa C. Freeman, President

For the period July 1, 2018 to June 30, 2019

(Note: Dr. Freeman began her term as NIU's 13th President on September 20, 2018)

Overview

In an effort to present this activity in a timely manner, expenses are estimated unless indicated as final

Travel expenses		
Date	Description	Amount
07/27-08/01/2018	Bozeman, MT	\$ 1,743.87
08/31-09/01/2018	Coralville, IA *Development allocation from NIU foundation*	\$ 143.55
09/17-09/18/2018	Charleston, IL	\$ 66.60
09/21-09/23/2018	Tallahassee, FL *Development allocation from NIU foundation*	\$ 1,407.36
	<u>*** End Quarter 1 Travel ***</u>	
10/26-10/28/2018	Salt Lake City, UT *Development allocation from NIU foundation*	\$ 738.72
11/10-11/13/2018	New Orleans, LA	\$ 1,233.32
11/30-12/01/2018	Detroit, MI *Development allocation from NIU foundation*	\$ 417.77
11/26-11/28/2018	Springfield, IL	\$ 412.58
12/03-12/04/2018	Joliet, IL	\$ 90.40
	<u>*** End Quarter 2 Travel ***</u>	
01-12-01/15/2019	New York, NY & Raleigh-Durham, NC *Development allocation from NIU foundation*	\$ 1,185.26
01-26 - 01/29/2019	Fort Meyers, Clearwater & Orland, FL *Development allocation from NIU foundation*	\$ 920.18
02/09 - 02/11/2019	Cleveland, OH	\$ 283.04
02/27 - 02/28/2019	Springfield, IL	\$ 100.10
03/01 - 03-04/2019	Phoenix, AZ *Development allocation from NIU foundation*	\$ 955.10
03/04 - 03/05/2019	Springfield, IL	\$ 66.60
03/09 - 03/13/2019	Philadelphia, PA & Washington D.C.	\$ 2,345.37
03/13 - 03/19/2019	Washington, DC - Ithaca, NY - Buffalo, NY *Development allocation from NIU foundation*	\$ 829.07
	<u>*** End Quarter 3 Travel ***</u>	
04/16 - 04/19/2019	Chicago, Los Angeles & SanDiego, CA	\$ 1,519.02
04/25/2019	Chicago, IL	\$ 22.25
04/29/2019	Chicago, IL	\$ 50.70
04/30 - 05/01/2019	Springfield, IL	\$ 154.94
05/15 - 05/16/2019	Springfield, IL	\$ 384.48
05/29 - 05/30/2019	Cleveland, OH	\$ 307.66
06/22 - 07/04/2019	Bangkok, Thailand (Prepaid Airfare)	\$ 3,043.03

Northern Illinois University is committed to transparency as well as to fiscal responsibility. Accordingly, the President's office hospitality expenses and the President's travel reimbursement will be disclosed voluntarily through the online posting of quarterly information.

Overview

In an effort to present this activity in a timely manner, expenses are estimated unless indicated as final

Hospitality Expenses		
Date	Description	Amount
07/17/2018	Leadership Retreat at Northern View Community Center	\$ 252.50
08/07/2018	Dinner Buffet for Orientation Leaders	\$ 1,337.00
08/20/2018	Business Luncheon	\$ 59.40
08/20/2018	Buffet for Executive Support Team	\$ 264.25
08/26/2018	President's Welcome Back Picnic	\$ 5,200.00
09/08/2018	President's Pregame Reception <i>*Development allocation from NIU foundation*</i>	\$ 11,483.37
09/11/2018	DAAHA Historical Marker Celebration	\$ 325.00
09/20/2018	Annual Dinner with LEaD Huskies	\$ 576.00
09/27/2018	Communiversity Meeting	\$ 59.97
	<u>*** End Quarter 1 Hospitality ***</u>	
10/10/2018	New Faculty Dinner	\$ 2,570.25
10/17/2018	Refreshment reception	\$ 357.50
10/23/2018	Presidential Scholars Dinner	\$ 853.50
10/29/2018	Presidential reception	\$ 537.50
10/30/2018	Presidential reception/BOT Professors	\$ 565.00
11/05/2018	Pizza with the President	\$ 285.00
11/29/2018	President's Appreciation Gathering	\$ 6,750.00
12/15/2018	NIU Graduate Commencement	\$ 88.40
12/16/2018	Undergraduate Commencement	\$ 35.70
	<u>*** End Quarter 2 Hospitality ***</u>	
01/18/2019	State University Civil Service System (SUCSS) Luncheon Meeting	\$ 65.82
02/20 - 3/6/2019	Executive Vice President and Provost Search	\$ 3,861.31
03/25/2019	Black Alumni and Donor Engagement <i>*Development allocation from NIU foundation*</i>	\$ 850.00
03/25/2019	NIU Business Lunch	\$ 26.97
03/26 - 3/29/2019	Executive Vice President and Provost Search	\$ 237.00
03/26/2019	Faculty of Color Reception	\$ 200.00
03/29/2019	General Counsel Search	\$ 198.99
	<u>*** End Quarter 3 Hospitality ***</u>	
04/03 - 04/04/2019	General Counsel Search	\$ 388.04
04/05/2019	Presidential Investiture Reception	See Full Report
04/12/2019	Kishwaukee College/NIU Partnership Meeting	\$ 325.00
04/25/2019	Faculty Awards Reception	\$ 1,029.00
05/01/2019	Faculty Awards Dinner	\$ 1,528.50
05/01/2019	University Council Meeting	\$ 453.81
05/10/2019	President's Honorary Degree Reception	\$ 684.25
05/11/2019	Undergraduate Commencement	\$ 264.56
05/20/2019	DCEDC Committee Meeting	\$ 294.90
05/31/2019	Meeting with Cohen Barnes	\$ 17.98
06/03/2019	IBHE Reception	\$ 811.20
06/04/2019	IBHE Board of Directors Meeting	\$ 2,348.33
06/11/2019	President's Leadership Meeting	\$ 445.12

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Travel and Hospitality Expense Information

Dr. Lisa C. Freeman, President

For the period July 1, 2018 to September 30, 2018

(Note: Dr. Freeman began her term as NIU's 13th President on September 20, 2018)

Expense Detail *In an effort to present this activity in a timely manner, expenses are estimated unless indicated as final*

Travel expenses		
For	Lisa Freeman	
Purpose	Attend APLU CIMA Meeting	
Date	7/27 - 8/1/2018	
Destination	Bozeman, MT	
Air fare	Round Trip	\$ 426.40
Other Transportation		
Accommodation	4 nights Conference Hotel	\$ 1,073.72
Meals	Per Diem not requested	
Other	Conference registration	\$ 243.75
	Final 00157713	
Total		\$ 1,743.87
Notes	Dr. Freeman traveled to the summer meeting of APLU Commission on Information Measurement and Analysis (CIMA). She has been active in this commission as a member and an officer of the CIMA Executive Committee. Topics covered at the meeting which was co-located with that of the APLU Council on Research were relevant to NIU priorities and included: Creating and Deploying School/Department/Center Scorecards; Ethical use of data beyond privacy; Challenges to Developing and Supporting a Culture of Continuous Improvement; Utilizing Data to Measure the Economic Impact of Research Universities; How Do We Manage all of the Surveys?. In addition there was a session devoted to planning for implementation of the APLU Transformation Cluster Initiative a national effort to enhance student success and degree completion.	
Travel expenses		
For	Lisa Freeman	
Purpose	Football Game, University of Iowa <i>*Development allocation from NIU foundation*</i>	
Date	8/31-9/1/2018	
Destination	Coralville, IA	
Air fare		
Other Transportation	Mileage reimbursement not requested	
Accommodation	One night	\$ 135.55
Meals	Per Diem not requested	
Other	Parking at Hotel	\$ 8.00
	Final 00095091	
Total		\$ 143.55
Notes	Dr. Freeman represented NIU at the football game at the University of Iowa and pre-game events for the purpose of alumni and donor engagement. She drove her personal vehicle and incurred one night of hotel and parking expense.	

Travel expenses		
For	Lisa Freeman	
Purpose	IBHE Meeting	
Date	9/17 - 9/18/18	
Destination	Charleston, IL	
Air fare		
Other Transportation		
Accommodation	1 night	\$ 66.60
Meals	Per Diem not requested	
Other		
	Final 158132	
Total		\$ 66.60
Notes	President Freeman attended the Illinois Board of Higher Education (IBHE) meeting with Chief of Staff, Matt Streb.	

Travel expenses		
For	Lisa Freeman	
Purpose	Football Game, Florida State *Development allocation from NIU foundation*	
Date	9/21 - 9/23/2018	
Destination	Tallahassee, FL	
Air fare		\$ 509.60
Other Transportation	Mileage reimbursement not requested	
Accommodation	2 nights at hotel selected by Advancement	\$ 897.76
Meals	Per Diem not requested	
Other		
	Final 00095115	
Total		\$ 1,407.36
Notes	Dr. Freeman represented NIU at the football game at Florida State University and pregame events for the purpose of Alumni and Donor Engagement.	

Hospitality expenses		
For	Senior Leadership Retreat	
Purpose	Meeting of the VPs, Deans, and Key Stakeholders to develop and discuss Enrollment Goals and Strategies	
Date	7/17/2018	
Location	Northern View Community Center	
Food & Beverages	Provided by Campus Catering	\$ 227.50
Alcohol		
Entertainment		
Other	Delivery Fee	\$ 25.00
	Final UC 79622	
Total		\$ 252.50
Notes	Over the summer, two half day retreats were held with senior leaders including VPs, Deans, EMMC, and EVPP staff to develop and discuss Enrollment. Lunch was provided.	

Hospitality expenses		
For	Orientation Leaders/Summer Research Students	
Purpose	Student Recognition and Appreciation Event	
Date	8/7/2018	
Location	Altgeld 315	
Food & Beverages	Provided by Campus Catering	\$ 1,287.00
Alcohol		
Entertainment		
Other	Delivery Fee	\$ 50.00
	Final UC79661	
Total		\$ 1,337.00
Notes	Students Summer Research Opportunities Program gives NIU Undergraduate Students the Opportunity to conduct paid, faculty-mentored, research during the summer months. Orientation leaders officially welcome all new incoming freshman and transfer students to NIU while providing insight into the Huskie experience.	
Hospitality expenses		
For	Reimbursement for Business Luncheon	
Purpose	Collaboration meeting with Rosalind Franklin University	
Date	8/20/2018	
Location	President's Office	
Food & Beverages	Provided by Potbelly's	\$ 59.40
Alcohol	None Provided	
Entertainment	None Provided	
Other		
	Final 01358880	
Total		\$ 59.40
Notes	Business meeting with VP Anne Kaplan and leadership from Rosalind Franklin University: Dr. Michael Welch, President & CEO, Dr. Bruce Niemeyer, VP for University Planning, Dr. William Rudman, Executive Director, Institute for interprofessional Healthcare Workforce and Development.	
Hospitality expenses		
For	Executive Support Team	
Purpose	Pre-semester Networking and Planning	
Date	8/20/2018	
Location	Northern View Community Room	
Food & Beverages	Provided by Campus Catering	\$ 239.25
Alcohol		
Entertainment		
Other	Delivery Fee	\$ 25.00
	Final UC79716	
Total		\$ 264.25
Notes	The Office of the President provided lunch for the Executive Support Team, an informal group comprised of VP, Dean, AVP, and UC assistants that meets regularly to promote collaboration across departments, networking, and professional development.	

Hospitality expenses		
For	New Student Welcome Days - President's Picnic	
Purpose	Welcome new and returning students to campus providing our students an opportunity to meet Faculty, Staff, NIU Administration and DeKalb City leadership to kick off the start of the new school year.	
Date	8/26/2018	
Location	NIU DeKalb Campus	
Food & Beverages	provided by the Dining Halls - faculty, staff & community Members	\$5,200.00
Alcohol	None Provided	
Entertainment	DJ, Staging, Equipment, Sound System,	
Other	Electricians, Tables, Linens, Tents, Grounds labor	
	Event Production Services Labor	
	Final SD19104	
Total		\$5,200.00
Notes	http://niu.edu/welcomedays/	
	Budget \$25,000 approx. 4,000 total meals served including 800 non-residential students, faculty, Staff & Community members paid for by the President's office. Cost of meals \$6.50 ea. remaining expenses paid by Campus Dining Services	

Hospitality expenses		
For	Pre-Game Reception *Development allocation from NIU Foundation*	
Purpose	Reception with Acting President and Donors	
Date	9/8/2018	
Location	Barsema Alumni and Visitors Center	
Food & Beverages	Provided by Campus Catering	\$9,084.55
Alcohol	Provided by Campus Catering	\$1,411.82
Entertainment	NIU Huskie Marching Band (Water & Snack)	\$40.00
Other	BAVC Room Rental, Staff Labor, Set up, Huskie Pup rental, Delivery fee, Barricades Rental	\$947.00
	Final BA263	
Total		\$11,483.37
Notes	NIU Foundation The business purpose of this event is to provide stewardship to current NIU donors and also to promote engagement and cultivation of alumni, donors and friends with the leadership and staff of the University, Alumni Association and Foundation.	

Hospitality expenses		
For	DAAHA Historical Marker Celebration	
Purpose	Celebrate Historical Marker at NIU Location	
Date	9/11/2018	
Location	Wellness and Literacy Building, Sycamore Rd.	
Food & Beverages	Provided by Campus Catering	\$300.00
Alcohol	None Provided	
Entertainment	None Provided	
Other	Delivery Fee	\$25.00
	Final UC 79780	
Total		\$325.00
Notes	Provided light refreshments for the DAAHA marker located on the NIU Campus on Sycamore Rd.	

Hospitality expenses		
For	President's Office Hosted Dinner	
Purpose	Annual Dinner with the LEaD Huskies	
Date	09/20/2018	
Location	Altgeld Room 203	
Food & Beverages	Provided by Campus Catering	\$476.00
Alcohol	None Provided	
Entertainment	None Provided	
Other	Delivery fee & Minimum Guest fee	\$100.00
	Final UC79820	
Total		\$576.00
Notes	LEaD Huskies The Office of the President hosted an annual dinner with the LEaD Huskies. Traditionally, groups of student leaders are hosted by the President to discuss ways in which academics and student activities (in this case athletics) are joining to create successful experiences on campus for students.	
Hospitality expenses		
For	Community Collaboration Meeting	
Purpose	Coffee and Bagels for NIU/DeKalb Meeting	
Date	9/27/2018	
Location	DeKalb Police Department	
Food & Beverages	Provided by Einstein's Coffee & Bagel	\$59.97
Alcohol	None Provided	
Entertainment	None Provided	
Other		
	Final UC79839	
Total		\$59.97
Notes	NIU leadership meets with leadership in the City of DeKalb to discuss collaboration.	

Travel and Hospitality Expense Information

Dr. Lisa C. Freeman, President

For the period October 1, 2018 to December 31, 2018

(Note: Dr. Freeman began her term as NIU's 13th President on September 20, 2018)

Expense Detail *In an effort to present this activity in a timely manner, expenses are estimated unless indicated as final*

Travel expenses		
For	NIU Football at Brigham Young University	
Purpose	Alumni and Donor Engagement <i>*Development allocation from NIU foundation*</i>	
Date	10/26 - 10/28/2018	
Destination	Salt Lake City, UT	
Air fare		\$ 351.92
Other Transportation	Auto Rental (less expensive than Uber or Taxi to/fm events)	\$ 112.06
Accommodation	Hotel selected by Advancement and paid on Alumni Credit Card	\$ 274.74
Meals	Reimbursement for meals not requested	
Other		
	Final 00095736 & 00095649	
Total		\$ 738.72
Notes	President Freeman represented NIU at the NIU football game at Brigham Young University and pregame events for the purpose of alumni and donor engagement.	
Travel expenses		
For	APLU Meeting	
Purpose	Attend APLU Meeting and Represent NIU	
Date	11/10 - 11/13/2018	
Destination	New Orleans, LA	
Air fare		\$ 289.40
Other Transportation	Taxi to/fm Hotel	\$ 88.20
Accommodation	3 nights	\$ 855.72
Meals		
Other		
	Final 00159283	
Total		\$ 1,233.32
Notes	President Freeman attended the 2018 Annual Association of Land-Grant and Public Universities meeting representing NIU on the Council of Presidents and the Council on information Measurement and analysis. At the meeting Dr. Freeman attended sessions on potential Title IX changes, student success clusters initiative and research funding in addition to her obligations as a member of the CIMA executive committee.	
Travel expenses		
For	MAC Championship Game	
Purpose	Alumni & Donor Engagement <i>*Development allocation from NIU foundation*</i>	
Date	11/30 - 12/1/2018	
Destination	Detroit, MI	
Air fare		\$ 207.96
Other Transportation	Taxi to/fm hotel and Mileage to/fm airport	\$ 186.81
Accommodation	room provided by the MAC	\$ -
Meals	Reimbursement for meals was not requested	
Other	Airport parking	\$ 23.00
	Final 00096174	
Total		\$ 417.77
Notes	President Freeman represented NIU at the 2018 MAC Championship game in Detroit for the purpose of alumni and donor engagement.	

Travel expenses		
For	Meetings in Springfield	
Purpose	Represent NIU in Several events and meetings	
Date	11/26 - 11/28/2018	
Destination	Springfield	
Air fare		
Other Transportation	Mileage Reimbursement	\$ 198.38
Accommodation	2 nights	\$ 158.20
Meals	Per Diem	\$ 56.00
Other		
	Final 00159605	
Total		\$ 412.58
Notes	President Freeman traveled to Springfield to represent NIU at the Legislative Audit Commission on Tuesday Nov. 27 and to attend the University of Illinois and NIU Caucus meeting on Wednesday, Nov. 28. While in Springfield she briefly attended the University of Illinois IGPA reception on 11/27 and had a business dinner with senator Sandoval and all the public university presidents on 11/27 to discuss the Business Enterprise Program (Dr. Freeman paid for her own dinner)	
Travel expenses		
For	IBHE Meeting and event for Presidents and Chancellors	
Purpose	Attend IBHE Meeting	
Date	12/03 - 12/04/2018	
Destination	Joliet, IL	
Air fare		
Other Transportation		
Accommodation	1 night	\$ 90.40
Meals	Reimbursement not requested	
Other		
	Final 00159593	
Total		\$ 90.40
Notes	President Freeman represented NIU at the meeting of the Illinois Board of Higher Education including an event for Presidents & Chancellors on Monday, Dec. 3rd and the full meeting on Tuesday, Dec. 4th.	
Travel expenses		
For	Boca Raton Bowl Game	
Purpose	Alumni & Donor Engagement *Development allocation from NIU foundation*	
Date	12/16-12/19/18	
Destination	Boca Raton, FL	
Air fare		\$ 176.98
Other Transportation	Car service to airport (returned with the team, so no car service needed on the way back)	\$ 105.00
Accommodation	room provided by the bowl	\$ -
Meals	Reimbursement for meals was not requested	
Other		
	Final 00096214	
Total		\$ 281.98
Notes	President Freeman represented NIU at the Boca Raton Bowl game in Boca Raton, FL for the purpose of alumni and donor engagement.	

Hospitality expenses		
For	New Faculty Dinner	
Purpose	New Faculty Event	
Date	10/10/2018	
Location	BAVC Boardroom	
Food & Beverages	Fruit & Cheese Tray and Hot dinner buffet for 65	\$ 2,036.75
Alcohol	Costs split and billed to President Freeman and Acting Executive Vice President/Provost McCord	
Entertainment		
Other	Room Rental, Staff Labor, Delivery Fee	\$ 533.50
	Final BAVC314	
Total		\$ 2,570.25
Notes	Annually, the Office of the President hosts a dinner to welcome new faculty to NIU and to provide an opportunity to network and start building relationships across disciplines.	
Hospitality expenses		
For	Presidential Reception	
Purpose	Engage with student leaders	
Date	10/17/2018	
Location	Capitol Room	
Food & Beverages	Hors'd oeuvres Provided by Campus Catering Services	\$ 357.50
Alcohol	N/A	
Entertainment	N/A	
Other		
	Final UC79914	
Total		\$ 357.50
Notes	President Freeman hosted three events to engage with stakeholder groups considered informal leaders in order to discuss the role of the president and engage in community ideas/networking after being appointed NIU's 13th President. This event was held for select student leaders.	
Hospitality expenses		
For	Presidential Scholars Dinner	
Purpose	Student Engagement and Recognition	
Date	10/23/2018	
Location	Altgeld 315	
Food & Beverages	Buffet provided by Campus Catering Services	\$ 778.50
Alcohol		
Entertainment		
Other	Delivery Fee, Minimum Guest fee	\$ 75.00
	Final UC79967	
Total		\$ 853.50
Notes	Annually, the Office of the President hosts the Presidential Scholars for dinner and opportunity to engage the students in dialogue across the honors program.	

Hospitality expenses		
For	Presidential Reception	
Purpose	Engage with OS and SPS Leaders	
Date	10/29/2018	
Location	Ashelford Hall & Castle Library	
Food & Beverages	Hors'd oeuvres Provided by Campus Catering Services	\$ 293.75
Alcohol	N/A	
Entertainment	N/A	
Other	Room Rental, Staff Labor, Delivery Fee	\$ 243.75
	Final BAVC319	
Total		\$ 537.50
Notes	President Freeman hosted three events to engage with stakeholder groups considered informal leaders in order to discuss the role of the president and engage in community ideas/networking after being appointed NIU's 13th President. This event was held for presidential/outstanding service winners for SPS/OS members.	
Hospitality expenses		
For	Presidential Reception/BOT Professors	
Purpose	Engage with faculty leaders	
Date	10/30/2018	
Location	Ashelford Hall & Castle Library	
Food & Beverages	Hors'd oeuvres Provided by Campus Catering Services	\$ 321.25
Alcohol	N/A	
Entertainment	N/A	
Other	Room Rental, Staff Labor, Delivery Fee	\$ 243.75
	Final BAVC319	
Total		\$ 565.00
Notes	President Freeman hosted three events to engage with stakeholder groups considered informal leaders in order to discuss the role of the president and engage in community ideas/networking after being appointed NIU's 13th President. This event was held for BoT/presidential professors.	
Hospitality expenses		
For	Pizza with the President	
Purpose	Engage with students across campus	
Date	11/5/2018	
Location	Regency Room at Holmes Student Center	
Food & Beverages	20 Pizza assortment provided by Campus Catering	\$270.00
Alcohol	N/A	
Entertainment	N/A	
Other	Laptop, within 2 business day fee	\$15.00
	Final UC80000	
Total		\$285.00
Notes	President Freeman hosted "Pizza with the Presidents" with SA President Khree Cross to engage students across the university.	
Hospitality expenses		
For	President's Appreciation Gathering	
Purpose	for Faculty & Staff	
Date	11/29/2018	
Location	Altgeld Auditorium	
Food & Beverages	Hors'd oeuvres Provided by Campus Catering Services	\$ 6,750.00
Alcohol	N/A	
Entertainment		
Other		
	Final UC80062	
Total		\$ 6,750.00
Notes	President Freeman hosted the second annual, holiday gathering for faculty and staff. An opportunity to thank faculty and staff for their tremendous work and also, an opportunity to give back.	

Hospitality expenses		
For	Graduate Commencement	
Purpose	Food for Platform Party Members	
Date	12/15/2018	
Location	Convocation Center - Nelson Suite	
Food & Beverages	Water, Refreshments Provided by Sodexo	\$104.00
Alcohol		
Entertainment		
Other	15% Discount	-\$15.60
	Final 01378959	
Total		\$88.40
Notes		
	The Office of the President provides food for members of the platform party that attend multiple ceremonies including university administration and members of the Board of Trustees.	

Hospitality expenses		
For	Undergraduate Commencement	
Purpose	Food for Platform Party Members	
Date	12/16/2018	
Location	Convocation Center - Nelson Suite	
Food & Beverages	Water, Refreshments Provided by Sodexo	\$42.00
Alcohol		
Entertainment		
Other	15% Discount	-\$6.30
Total		\$35.70
Notes	Final 01378959	
	The Office of the President provides food for members of the platform party that attend multiple ceremonies including university administration and members of the Board of Trustees.	

Travel and Hospitality Expense Information

Dr. Lisa C. Freeman, President

For the period January 1, 2019 to March 31, 2019

(Note: Dr. Freeman began her term as NIU's 13th President on September 20, 2018)

Expense Detail *In an effort to present this activity in a timely manner, expenses are estimated unless indicated as final*

Travel expenses		
For	NIU Business	
Purpose	Alumni & Donor relations <i>*Development allocation from NIU foundation*</i>	
Date	01/12/2019 - 01/15/2019	
Destination	New York, NY & Raleigh-Durham, NC	
Air fare		\$ 570.30
Other Transportation	Mileage round trip to Airport 126 @ .58	\$ 73.08
Accommodation	One night in New York, One night North Carolina	\$ 381.88
Meals	Not Requested	
Other	Airport Parking & Rental Car in NC	\$ 373.61
Total		\$ 1,398.87
Notes	Final 00096467 & 00097044 Dr. Freeman traveled to New York for alumni/donor relations on Saturday, January 12th and stayed overnight following evening events. On 1/13 she traveled to Charlotte, North Carolina where she stayed one night at her own expense to visit family. on 1/14, the President drove to the Raleigh-Durham area for donor appointments on 1/15, visiting the University of North Carolina Greensboro and NC A&T en-route. Mileage, airport parking, flight, and lodging expenses were incurred.	
Travel expenses		
For	NIU Business	
Purpose	Alumni/Donor visits <i>*Development allocation from NIU foundation*</i>	
Date	01/26 - 01/29/2019	
Destination	Fort Meyers, Clearwater & Orlando, FL	
Air fare		\$ 281.96
Other Transportation	Mileage personal vehicle 272 miles @ .58	\$ 157.76
Accommodation	One night Fort Meyers, One night Clearwater & one night Orlando	\$ 480.46
Meals	Not requested	
Other		
Total		\$ 920.18
Notes	Final 00096812 President Freeman traveled to Florida for NIU Foundation alumni/donor visits and events.	
Travel expenses		
For	NIU Business	
Purpose	MAC Council of President's Meeting	
Date	2/9 - 2/11/2019	
Destination	Cleveland, OH	
Air fare		\$ 227.96
Other Transportation	Mileage	\$ 55.08
Accommodation	Provided by the MAC	
Meals	Not Requested	
Other	Transportation in Cleveland provided by the MAC	
Total		\$ 283.04
Notes	Final 00161185 Dr Freeman represented NIU at the MAC council of President's meeting and the annual MAC Hall of Fame events where student and alumni received awards in Cleveland, OH.	

Travel expenses		
For	NIU Business	
Purpose	House Appropriations - Capital Committee	
Date	02/27 - 02/28/2019	
Destination	Springfield, IL	
Air fare		
Other Transportation		
Accommodation	One night	\$ 79.10
Meals	Breakfast & lunch	\$ 21.00
Other		
Total		\$ 100.10
Notes	Final 00160388	
	President Freeman traveled to Springfield, IL to testify to the House Appropriations - Capital Committee on Thursday, February 28, 2019.	

Travel expenses		
For	NIU Business	
Purpose	Alumni/Donor visits *Development allocation from NIU foundation*	
Date	03/01 - 03/04/2019	
Destination	One day Naperville, one night Chicago, one night Phoenix, AZ	
Air fare		\$ 380.60
Other Transportation	Rental car	\$ 159.07
Accommodation	Mileage personal vehicle 124 miles @ .58 One night	\$ 296.54
Meals	Not Requested	
Other	Airport Parking, Parking at 3/3 Donor Event and Gas for Rental Car	\$ 118.89
Total		\$ 955.10
Notes	Final 00096812	
	President Freeman traveled to Arizona for NIU Foundation alumni/donor events.	

Travel expenses		
For	NIU Business	
Purpose	Full IBHE Meeting including Presidents/Chancellors Meeting	
Date	03/04 - 03/05/2019	
Destination	Springfield, IL	
Air fare		
Other Transportation		
Accommodation	One night	\$ 66.60
Meals	Not Requested	
Other		
Total		\$ 66.60
Notes	Final 00158132	
	President Freeman traveled to Springfield, IL to represent NIU at the meeting of the IBHE including the Presidents/Chancellors meeting and full IBHE meeting.	

Travel expenses		
For	NIU Business	
Purpose	A.C.E. meeting in Philadelphia	
Date	3/9 - 3/13/2019	
Destination	Philadelphia, PA	
Air fare	Chicago - Philadelphia	\$ 149.98
Other Transportation	Mileage to Airport	\$ 39.44
Accommodation	3 nights in Philadelphia	\$ 795.95
Meals	Not Requested	
Other	Conference Registration	\$ 1,360.00
Total		\$ 2,345.37
Notes	Final 00161202	
	President Freeman Traveled to the annual ACE meeting in Philadelphia, PA staying in the conference hotel. Then traveled to NIU foundation events following the meeting.	

Travel expenses		
For	Capitol Hill Visit, Cornell White Coat Ceremony, Buffalo Alumni	
Purpose	Alumni & Donor Relations *Development allocation from NIU foundation*	
Date	3/13 - 3/19/2019	
Destination	Washington, DC - Ithaca, NY - Buffalo, NY	
Air fare	None	
Other Transportation	Amtrak from Philadelphia to Washington DC & mileage	\$ 75.54
Accommodation	2 nights in DC and 1 night in Buffalo	\$ 583.84
Meals	None Requested	
Other	Car Rental	\$ 169.69
Total		\$ 829.07
Notes	Final 00097378	
	<p>President Freeman traveled by Amtrak from Philadelphia to Washington, DC for the March 13, 2019 Capitol Hill reception hosted by the Foundation for Alumni/Donor engagement. In addition to attending that NIU event, the President made visits to Capitol Hill organized by Anna Quider, NIU Director of Federal Relations. On Friday, March 15, President Freeman traveled to Ithaca NY to be the speaker at the Cornell White Coat Ceremony (flights to and from Ithaca and hotel rooms on 3/15 & 3./16 were covered by Cornell) On Sunday, March 17th President Freeman traveled to Buffalo for alumni/donor relations incurring car rental, meal and hotel expense before traveling back to Ithaca for a professional presentation to Cornell Faculty on March 19. (no reimbursement requested for the faculty presentation).</p>	
Hospitality expenses		
For	Business Luncheon	
Purpose	SUCSS	
Date	1/18/2019	
Location	President's Office	
Food & Beverages	Working Lunch for 8	\$ 65.82
Alcohol	Not Provided	
Entertainment	Not Provided	
Other		
Total		\$ 65.82
Notes		
	Business Luncheon with Representatives from the State Universities Civil Service System to discuss collaboration with SUCSS.	
Hospitality expenses		
For	On-Campus Interviews	
Purpose	Executive Vice President and Provost Search - 4 Candidates	
Date	02/20-03/16/2019	
Location	NIU DeKalb Campus	
Food & Beverages	Predominantly provided by Campus Food Service, one external dinner per candidate	\$ 2,076.31
Alcohol	Not Provided	
Entertainment	Not Provided	
Other	Welcome Basket, HSC Guest Rooms for candidates, AV, delivery and minimum guest fees	\$ 1,785.00
Total		\$ 3,861.31
Notes		
	<p>Beginning Wednesday evening, February 20,2019, four finalists for the Executive Vice President and Provost search began on-campus interviews. Hospitality expenses incurred include on-campus hotel stays for three of the four finalists as well as meeting/food expenses for the candidates and stakeholders in various meetings over breakfast, lunch and dinner</p>	

Hospitality expenses		
For	NIU Business Lunch with Steve Faivre, DAAHA Trustee	
Purpose	Research Innovation/Collaboration	
Date	3/25/2019	
Location	President's Office	
Food & Beverages	Catered by Einstein's Coffee & Bagel	\$ 26.97
Alcohol	Not provided	
Entertainment	Not provided	
Other		
Total		\$ 26.97
Notes	Final UC80379 NIU business lunch with DAAHA Board member to discuss collaborations related to community innovation and research.	
Hospitality expenses		
For	Black Alumni Council *Development allocation from NIU foundation*	
Purpose	Alumni And Donor Engagement	
Date	3/25/2019	
Location	Lenore's Kitchen Catering, Inc.	
Food & Beverages	Catered by Lenore's Kitchen	\$ 340.00
Alcohol	Not provided	
Entertainment	Not provided	
Other	Room Rental and Warming Units	\$ 510.00
Total		\$ 850.00
Notes	Final 00096824 Dinner for alumni and donor engagement.	
Hospitality expenses		
For	Hotel Expenses	
Purpose	Executive Vice President and Provost Candidate Campus Visit	
Date	03/26 - 03/29/2019	
Location	NIU DeKalb Campus	
Food & Beverages	Not provided	
Alcohol	Not provided	
Entertainment	Not provided	
Other	Holmes Student Center Guest Room 3 nights	\$ 237.00
Total		\$ 237.00
Notes	Final UC80404 Dr. Beth Ingram returned with her spouse per agreement to the NIU campus for business meetings.	
Hospitality expenses		
For	Faculty of Color Reception	
Purpose	Engage with Faculty Leaders	
Date	3/26/2019	
Location	Altgeld 203	
Food & Beverages	Service for 16	\$ 200.00
Alcohol	Not provided	
Entertainment	Not provided	
Other		
Total		\$ 200.00
Notes	Final UC80411 President Freeman hosted a working luncheon with NIU Faculty of Color to discuss the role of President in engaging faculty and to gather feedback to move NIU forward.	

Hospitality expenses		
For	General Counsel Search	
Purpose	Skype Interviews	
Date	3/29/2019	
Location	Altgeld Hall	
Food & Beverages	Provided by Einstein's	\$ 198.99
Alcohol	Not Provided	
Entertainment	Not Provided	
Other		
Total		\$ 198.99
Notes	Final UC80404	
	Lunch provided to General Counsel search committee during all day preliminary Skype interviews sessions.	

Travel and Hospitality Expense Information

Dr. Lisa C. Freeman, President

For the period April 1, 2019 to June 30, 2019

(Note: Dr. Freeman began her term as NIU's 13th President on September 20, 2018)

Expense Detail *In an effort to present this activity in a timely manner, expenses are estimated unless indicated as final*

Travel expenses		
For	NIU Business	
Purpose	Alumni/Donor Visits & Events *Development allocation for NIU foundation*	
Date	04-16 - 04-19/2019	
Destination	Chicago, Los Angeles & San Diego	
Air fare		\$ 528.96
Other Transportation	Rental Car	\$ 389.10
Accommodation	1 night Chicago, 1 night Mission Viejo, 1 night San Diego	\$ 460.44
Meals	not requested	
Other	Parking	\$ 140.52
Total		\$ 1,519.02
	Final 00097493	
Notes	Dr. Freeman traveled to California for NIU Foundation Alumni & Donor Events and Visits	
Travel expenses		
For	NIU Business	
Purpose	Meet with Governor and Deputy Governor	
Date	4/25/2019	
Destination	Chicago, IL	
Air fare		
Other Transportation	Dr. Streb incurred the mileage expense	
Accommodation		
Meals		
Other	Parking	\$ 22.25
Total		\$ 22.25
Notes	President Freeman traveled with Dr. Streb to a meeting in Chicago with Governor Pritzker and Deputy Governor Ruiz	

Travel expenses		
For	ResearchHers meeting Sponsored by the American Cancer Society	
Purpose	Serve as Ambassador	
Date	4/29/2019	
Destination	Chicago, IL	
Air fare		
Other Transportation	Mileage to Elburn Train Station	\$ 18.56
Accommodation		
Meals		
Other	Metra to/fm Chicago, Cab to Gleacher Center, Uber to train station & Parking at Metra	\$ 32.14
Total		\$ 50.70
	Final 00161343	
Notes	President Freeman traveled to the ResearchHers kickoff meeting sponsored by the American Cancer Society (ACS). Dr. Freeman was invited to serve as an ambassador for this initiative because of her position as a female scientist and higher education thought leader. The ACS ResearchHers initiative seeks to garner financial support and visibility for women scientists and physicians working in the area of cancer treatment & Prevention	

Travel expenses		
For	Advocacy Day *Development allocation for NIU foundation*	
Purpose	Networking with Legislators	
Date	4/30 - 5/1/2019	
Destination	Springfield	
Air fare		
Other Transportation	Metra to Chicago & Amtrak to Springfield	\$ 31.75
Accommodation	One night in Springfield	\$ 100.57
Meals	not requested	
Other	Mileage	\$ 22.62
Total		\$ 154.94
	Final 00097867	
Notes	President Freeman Traveled to Springfield for the April 30th Advocacy Day hosted by the Alumni Association in partnership with the State Legislative Liaison. On May 1st, she joined state legislators and university presidents and chancellors for press conferences regarding the capital and higher education funding. She did not incur return travel expenses as she rode back with Dr. Streb.	

Travel expenses		
For	NIU Business	
Purpose		
Date	5/15 - 5/16/2019	
Destination	Springfield	
Air fare		
Other Transportation	Mileage	\$ 212.28
Accommodation	2 nights in Springfield	\$ 158.20
Meals	Not requested	
Other	Parking	\$ 14.00
Total		\$ 384.48
Notes	Dr. Freeman represented NIU at the Illinois innovation Network (IIN) launch event on 5/15/2019 and following that event joined Jenna Mitchell, State Legislative Liaison and Matt Streb, Chief of staff for Legislative visits.	

Travel expenses		
For	NIU Business	
Purpose	MAC Council of President's Meeting	
Date	5/29 - 5/30/2019	
Destination	Cleveland, OH	

Air fare		\$	227.96
Other Transportation	Mileage	\$	79.70
Accommodation	Provided by the MAC		
Meals	Not Requested		
Other	Transportation in Cleveland provided by the MAC		
Total		\$	307.66
	Final 00162002		
Notes	Dr Freeman represented NIU at the MAC council of President's meeting and the annual MAC Hall of Fame events where student and alumni received awards in Cleveland, OH.		
Travel expenses			
For	NIU Business		
Purpose	Visit Partner Institutions		
Date	6/22/2019 - 7/4/2019		
Destination	Bangkok, Thailand		
Air fare	Prepaid Airfare	\$	3,043.03
Other Transportation			
Accommodation			
Meals			
Other			
Total		\$	3,043.03
	Final 00161342		
Notes	President Freeman traveled with an NIU delegation to visit with partner institutions, and meet with alumni in Burma/Myanmar, Bangkok and Laos. Prepaid airfare in accordance with University guidelines.		
Hospitality expenses			
For	General Counsel Search		
Purpose	Candidate Hospitality		
Date	4/3 - 4/4/2019, 4/23/2019, 4/25/2019, 4/26/2019, 5/2/2019		
Location	President's Office		
Food & Beverages	Einstein's Coffee & Bagel and Campus Catering Services	\$	624.34
Alcohol	Not Provided		
Entertainment	Not Provided		
Other	Holmes Student Center Guest Room, Delivery fees, Set up fees	\$	493.00
Total		\$	1,117.34
	Final UC80411 4/3 & 4/4, Other charges still pending		
Notes	Food was provided during breakfast, lunch, and dinner sessions for the on-campus candidates of the General Counsel search. Candidates were provided overnight accommodations as needed.		
Hospitality expenses			
For	Presidential Investiture Reception		
Purpose	Official Ceremony		
Date	4/5/2019		
Location	Boutell Memorial Concert Hall		
Food & Beverages			
Alcohol			
Entertainment			
Other			
Total		\$	-
Notes	Presidential Investiture Expenses		
	** A full reporting of expenses for the Presidential Investiture can be found on the President's Committed to Transparency Page **		
Hospitality expenses			
For	Kish/NIU Partnership Meeting		
Purpose			

Date	4/12/2019	
Location	DeBaise Boardroom	
Food & Beverages	continental Breakfast for 25	\$ 143.75
Alcohol		
Entertainment		
Other	Staff Labor & Set up charge, Room Rental	\$ 181.25
Total		\$ 325.00
	Final BAVC 342	
Notes	Bi-annual meeting with Kishwaukee College to update on partner activities and collaboration. Each college/university hosts once per academic year.	

Hospitality expenses		
For	Faculty Awards Reception	
Purpose	Recognition of Outstanding Faculty	
Date	4/25/2019	
Location	Altgeld Auditorium	
Food & Beverages	Provided by Campus Catering Services	\$ 1,029.00
Alcohol		
Entertainment		
Other		
Total		\$ 1,029.00
	Final UC80541	
Notes	The Office of the President hosted the annual Faculty Awards Ceremony in recognition of outstanding faculty members.	
Hospitality expenses		
For	Faculty Awards Ceremony	
Purpose	Recognition of Outstanding Faculty	
Date	5/1/2019	
Location		
Food & Beverages	Provided by Campus Catering Services	\$ 1,045.00
Alcohol		
Entertainment		
Other	Room Rental, Set up, Cleaning fee, Staff labor, Event Manager	\$ 483.50
Total		\$ 1,528.50
	Final BAVC 353	
Notes	The Office of the President hosted the annual Faculty Awards Ceremony in recognition of outstanding faculty.	
Hospitality expenses		
For	University Council meeting	
Purpose		
Date	5/1/2019	
Location		
Food & Beverages	Provided by Campus Catering Services	\$ 408.81
Alcohol		
Entertainment		
Other	Delivery Fee and AV Rental	\$ 45.00
Total		\$ 453.81
Notes	The President's office provided refreshments for the University Council meeting in appreciation for their on-going dedication and support.	
Hospitality expenses		
For	Commencement	
Purpose	President's Honorary Degree Reception	
Date	5/10/2019	
Location	Nelson Suite	
Food & Beverages	Catered by Sodexo	\$ 684.25
Alcohol		
Entertainment		
Other		
Total		\$ 684.25
	Final 01385448	
Notes	The President's Office hosted a pre-commencement reception in honor of Dr. Marcia Grant, who was awarded an honorary degree from NIU.	

Hospitality expenses		
For	Undergraduate Commencement	
Purpose	Refreshments for Platform Party	
Date	5/11/2019	
Location	Nelson Suite	
Food & Beverages	Catered by Sodexo	\$ 264.56
Alcohol		
Entertainment		
Other		
Total		\$ 264.56
	Final 01385449	
Notes	The Office of the President provides food for members of the platform party that attend multiple ceremonies including university administration and members of the Board of Trustees.	
Hospitality expenses		
For	DCEDC Committee Meetings	
Purpose	Host of Executive Committee	
Date	5/20/2019	
Location	2179 Sycamore Road, Unit #102, DeKalb	
Food & Beverages	Catered by Hy-Vee	\$ 294.90
Alcohol		
Entertainment		
Other		
Total		\$ 294.90
	Final 01385667	
Notes	NIU hosted the DCEDC Executive Committee meeting. President Freeman Presented the NIU SEM plan to the DCEDC during the meeting.	
Hospitality expenses		
For	NIU Business	
Purpose	Meeting with Cohen Barnes and Lisa Freeman	
Date	5/31/2019	
Location	President's office	
Food & Beverages	Provided by Einstein's Coffee & Bagel	\$ 17.98
Alcohol		
Entertainment		
Other		
Total		\$ 17.98
Notes	Final UC80640 Dr. Freeman met with Cohen Barnes to discuss community collaboration.	

Hospitality expenses		
For	IBHE Reception	
Purpose		
Date	6/3/2019	
Location	Alumni visitor Center	
Food & Beverages	Provided by Campus Catering Services	\$ 412.45
Alcohol	Paid by Dr. Freeman's personal Credit Card	\$ -
Entertainment		
Other	Room Rental, Staff labor	\$ 398.75
Total		\$ 811.20
Notes		
	The President's Office hosted a reception for members of the IBHE, Presidents and Chancellors group, and staff.	

Hospitality expenses		
For	IBHE	
Purpose	Board of Directors Meeting	
Date	6/4/2019	
Location	Alumni visitors Center - Pollock Ballroom	
Food & Beverages	Provided by Campus Catering Services	\$ 1,485.83
Alcohol		
Entertainment		
Other	Room Rental, Audio Visual	\$ 862.50
Total		\$ 2,348.33
Notes		
	NIU hosted the quarterly Presidents and Chancellors meeting of the IBHE, as well as the full IBHE meeting.	

Hospitality expenses		
For	President's Leadership Meeting	
Purpose		
Date	6/11/2019	
Location	Altgeld Auditorium	
Food & Beverages	Provided by Campus Catering Services	\$ 445.12
Alcohol		
Entertainment		
Other		
Total		\$ 445.12
Notes		
	Dr. Freeman held a small reception during the monthly leadership meeting to welcome the new Provost Beth Fisher Ingram	