

Travel and Hospitality Expense Information

Dr. Lisa C. Freeman, President

For the period July 1, 2019 to June 30, 2020

(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
06/22 - 07/04/2019	Southeast Asia, Thailand <i>*Development Allocation from NIU Foundation*</i>	\$ 2,589.81
07/10/2019	Chicago, IL	\$ 38.12
09/06 - 09/08/2019	Salt Lake City, Utah <i>*Development Allocation from NIU Foundation*</i>	\$ 845.34
09/13 - 09/15/2019	Omaha, NE <i>*Development Allocation from NIU Foundation*</i>	\$ 597.08
09/25/2019	Normal, IL	\$ 133.40
09/26 - 09/29/2019	Nashville, TN <i>*Development Allocation from NIU Foundation*</i>	\$ 1,228.58
	<u>*** End Quarter 1 ***</u>	
10/17 - 10/18/2019	San Francisco, CA	\$ 1,014.43
10/29 - 10/30/2019	Springfield, IL	\$ 315.33
11/07 - 11/08/2019	Moline, IL	\$ 264.68
11/21 - 11/22/2019	Washington, DC	\$ 777.35
12/06 - 12/10/2019	Chicago, IL	\$ 36.00
	<u>*** End Quarter 2 ***</u>	
01/22 - 01/27/2020	Florida Blitz Events <i>*Development Allocation from NIU Foundation*</i>	\$ 1,624.28
02/01 - 02/06/2020	Los Angeles, CA & Dallas, TX <i>*Development Allocation from NIU Foundation*</i>	\$ 1,627.79
02/09 - 02/10/2020	Indianapolis, IN	\$ 243.23
02/24 - 02/27/2020	Springfield, IL	\$ 365.15
03/06 - 03/09/2020	Phoenix, AZ	\$ 1,709.30
	<u>*** End Quarter 3 ***</u>	
	NO ACTIVITY TO REPORT IN QUARTER 4 ALL TRAVEL AND EVENTS CANCELED DUE TO COVID 19	

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.

Travel and Hospitality Expense Information

Dr. Lisa C. Freeman, President

For the period July 1, 2019 to September 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 Delegation to Southeast Asia	
Purpose	NIU Business *Development Allocation from NIU Foundation*	
Date	6/22 - 7/4/2019	
Destination	Bangkok, Thailand - Yangon, Myanmar - Vientiane, Laos	
Air fare	US to Bangkok prepaid in prior fiscal year. Airfare between SE Asian Regions only	\$ 483.58
Other Transportation	Car Service from Yangon Airport & US Mileage	\$ 165.21
Accommodation	11 nights in various SE Asian Regions	\$ 1,909.89
Meals	Not Requested	
Other	Began Zone Ticket & Travel Insurance	\$ 31.13
Total		\$ 2,589.81
Notes	Dr. Freeman Traveled to Southeast Asia with an NIU delegation for Alumni visits and University partnership visits including some Memorandum of Understanding (MOU) signings. Cost of the trip was split between NIU the NIU foundation. Development Allocation from the foundation paid for the Accommodations (\$1,909.89) and NIU paid the remainder of the trip (\$679.92)	
Travel expenses		
For	NIU Business	
Purpose	Business Meetings	
Date	7/10/2019	
Destination	Chicago, IL	
Air fare		
Other Transportation	Train ticket to/fm Chicago	\$ 18.00
Accommodation		
Meals		
Other	Mileage to/fm train station	\$ 20.12
Total		\$ 38.12
Notes	Dr. Freeman traveled to Chicago for NIU Business meetings including a meeting with Elisabeth Pennix, General Counsel in the Office of Veteran's Affairs and attending a discovery Partnership Institute (DPI) luncheon hosted by UI Systems President Killeen.	
Travel expenses		
For	NIU Business	
Purpose	Alumni and Donor Engagement *Development Allocation from NIU Foundation*	
Date	9/6 - 9/8/2019	
Destination	Salt Lake City, Utah	
Air fare	Southwest	\$ 467.96
Other Transportation	Mileage 137.4 miles at .580	\$ 79.70
Accommodation	Salt Lake City 2 nights	\$ 252.68
Meals	Not requested	
Other	Parking	\$ 45.00
Total		\$ 845.34
Notes	Dr. Freeman represented NIU at the football game at Utah and pregame events for the purpose of alumni and donor engagement.	

Travel expenses		
For	NIU Business	
Purpose	Alumni and Donor Engagement *Development Allocation from NIU Foundation*	
Date	09/13 - 09/15/2019	
Destination	Omaha, NE	
Air fare		\$ 249.96
Other Transportation	not requested	
Accommodation	2 nights in Lincoln, NE (Advancement recommended hotel)	
		\$ 347.12
Meals	not requested	
Other	not requested	
Total		\$ 597.08
Notes	Dr. Freeman represented NIU at the football game at Nebraska and pregame events for the purpose of alumni and donor engagement.	

Travel expenses		
For	NIU Business	
Purpose	Employee enhancement/training	
Date	9/25/2019	
Destination	Normal, IL	
Air fare		
Other Transportation	Mileage	
		\$ 133.40
Accommodation		
Meals	not requested	
Other		
Total		\$ 133.40
Notes	President Freeman traveled to ISU to attend the annual Board of Trustee training sessions.	

Travel expenses		
For	NIU Business	
Purpose	Alumni and Donor Engagement *Development Allocation from NIU Foundation*	
Date	09/26 - 9/29/2019	
Destination	Nashville, TN	
Air fare		\$ 352.96
Other Transportation	not requested	
Accommodation	3 nights in Nashville (Advancement recommended hotel)	
		\$ 837.30
Meals	not requested	
Other	Uber	
		\$ 38.32
Total		\$ 1,228.58
Notes	Dr. Freeman represented NIU at the football game at Nashville and pregame events for the purpose of alumni and donor engagement.	

Hospitality expenses		
For	Business Lunch *Development Allocation from NIU Foundation*	
Purpose	Lunch meeting with NIU Foundation President Mike Cullen	
Date	7/9/2019	
Location	Altgeld 300 (office of the President)	
Food & Beverages	Provided by Potbelly	
		\$ 27.54
Alcohol		
Entertainment		
Other		
Total		\$ 27.54
Notes	President Freeman and NIU Foundation Board President Mike Cullen have business lunches scheduled quarterly to discuss collaboration and synergy between NIU and the NIU Foundation.	

Hospitality expenses		
For	Working lunch	
Purpose	Leadership Development prep session	
Date	7/24/2019	
Location	President's Office	
Food & Beverages	Provided by Einstein's	\$ 46.74
Alcohol	Not provided	
Entertainment	Not provided	
Other	Not provided	
Total		\$ 46.74
	Final UC80719	
Notes	Meeting to prepare for the August 7th leadership retreat. In attendance, Lisa Freeman, Sarah McGill, Beth Ingram, Matt Streb, Terry Bishop, and non-employee, Tom Simon.	
Hospitality expenses		
For	Recognition dinner	
Purpose	Orientation Leaders and Summer Research Opportunities Program	
Date	7/30/2019	
Location	BAVC Pollock Ballroom	
Food & Beverages	Provided by Campus Catering	\$ 1,180.00
Alcohol	not provided	
Entertainment	not provided	
Other	Room Rental and Set up	\$ 425.00
Total		\$ 1,605.00
	Final BA20-04	
Notes	Orientation leaders officially welcome all new incoming freshman and transfer students to NIU while providing insight into the Huskie experience and SROP students work all summer with faculty on research projects. President Freeman hosts a yearly dinner for these groups.	
Hospitality expenses		
For	All day senior leadership retreat	
Purpose	Leadership Development	
Date	8/7/2019	
Location	Northern View conference room	
Food & Beverages	Provided by Campus Catering Breakfast, lunch and snacks	\$ 666.75
Alcohol	not provided	
Entertainment	not provided	
Other	not provided	
Total		\$ 666.75
	Final UC80751	
Notes	All day leadership retreat that included deans and senior roundtable. 26 in attendance plus 2 non-employee facilitators.	
Hospitality expenses		
For	Networking Refreshments	
Purpose	Meeting with IIT President	
Date	8/15/2019	
Location		
Food & Beverages	Light snacks provided by Standard Market	\$ 94.63
Alcohol		
Entertainment		
Other		
Total		\$ 94.63
	Final 01392354	
Notes	President Freeman & Spouse networking with IIT President Cramb and Spouse Anna. Other attendees include VP Jerry Blazey.	

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	8/26/2019	
Location	NIU DeKalb Campus	
Food & Beverages	provided by the Dining Halls - faculty, staff & community Members	\$ 5,460.00
Alcohol	none provided	
Entertainment	DJ, Staging, Equipment, Sound System	
Other	Electricians, Tables, Linens, Tents, Grounds labor	
	Event Production Services Labor	
Total		\$ 5,460.00
	Final NC082519	
Notes	Budget \$23,000 approx. 4,500 total meals served including 780 non-residential students, faculty, Staff & Community members paid for by the President's office. Cost of meals \$7.00 ea. remaining expenses paid by Campus Dining Services	
Hospitality expenses		
For	Business Meeting	
Purpose	Monthly Leadership Meeting	
Date	8/27/2019	
Location	Altgeld	
Food & Beverages	Provided by Campus Catering	\$ 207.00
Alcohol	none provided	
Entertainment	none provided	
Other		
Total		\$ 207.00
	Final AL20-04	
Notes	Coffee, water, and tea provided to the monthly leadership meeting for the first meeting of the new academic year.	
Hospitality expenses		
For	President's Pregame Reception	
Purpose	Donor/Alumni Relations *Development Allocation from NIU Foundation*	
Date	8/31/2019	
Location	BAVC Pollack Ballroom	
Food & Beverages	Provided by Campus Catering Services	\$ 12,639.75
Alcohol	Provided by Campus Catering Services	\$ 2,361.00
Entertainment		
Other	Conference Services fee, AV, Cleaning fee, dumpster rental, Snow fencing fee, labor charge	\$ 945.00
Total		\$ 15,945.75
Notes	This annual pre-game reception is the only reception hosted by the President each football season. This year total attendance was 409. 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	President's Office Hosted Dinner	
Purpose	Annual Dinner with the LEaD Huskies	
Date	9/22/2019	
Location	Altgeld 203	
Food & Beverages	Provided by Campus Catering	\$ 345.00
Alcohol		
Entertainment		
Other	minimum guest and delivery fee	\$ 100.00
Total		\$ 445.00
	Final UC80861	
Notes	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.	
End Quarter 1		

Travel and Hospitality Expense Information

Dr. Lisa C. Freeman, President

For the period October 1, 2019 to December 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	MAC Council of President's Meeting	
Date	October 13 and 14, 2019	
Destination	Muncie, IN (Ball State hosting)	
Air fare	N/A	
Other Transportation	Mileage - Not Requested	\$ 332.92
Accommodation	Paid by MAC	
Meals	N/A	
Other		
Total		\$ 332.92
Notes	President Freeman traveled to the MAC Council of President's meeting, however, the mileage reimbursement was not processed as the travel voucher was not submitted during the appropriate timeframe.	
Travel expenses		
For	Association of Community College Trustees Leadership Congress	
Purpose	Presentation of the "2 Degrees in 3" partnership	
Date	10/17 - 10/18/2019	
Destination	San Francisco, CA	
Air fare		\$ 480.59
Other Transportation	Mileage to/fm Airport, Public transportation to/fm hotel	\$ 92.26
Accommodation	1 night in Conference hotel	\$ 407.58
Meals		
Other	Airport Parking	\$ 34.00
Total		\$ 1,014.43
Notes	President Freeman traveled to the Association of Community College Trustees Leadership Congress to present the "2 Degrees in 3" partnership with Kishwaukee College President Laurie Borowicz and DeKalb School District 428 Superintendent Jamie Craven.	
Travel expenses		
For	NIU Business	
Purpose	NIU Joint Caucus with the University of Illinois	
Date	October 29-30, 2019	
Destination	Springfield, IL	
Air fare	N/A	
Other Transportation	Mileage and Parking	\$ 219.28
Accommodation	Hotel	\$ 96.05
Meals	N/A	
Other		
Total		\$ 315.33
Notes	President Freeman traveled to Springfield on October 29th to attend the NIU and University of Illinois caucus on October 30th.	

Travel expenses		
For	NIU Business	
Purpose	DPI Meeting in Moline	
Date	November 7-8, 2019	
Destination	Moline, IL	
Air fare	N/A	
Other Transportation	Mileage	\$ 120.64
Accommodation	Paid by the University of Illinois (NIU paid by invoice)	\$ 144.04
Meals	N/A	
Other		
Total		\$ 264.68
Notes	On November 7th, President Freeman traveled to Moline to meet with University of Illinois President Tim Killeen, Congresswoman Bustos, and the Quad Cities Chamber of Commerce regarding collaboration to advance innovation and address workforce needs.	

Travel expenses		
For	NIU Business	
Purpose	EAB Student Engagement Meeting	
Date	November 21-22, 2019	
Destination	Washington DC	
Air fare		\$ 446.60
Other Transportation	Mileage, Uber/Taxi and Parking Charges	\$ 110.05
Accommodation	Hotel	\$ 220.70
Meals	N/A	
Other		
Total		\$ 777.35
Notes	President Freeman traveled to the EAB Student of Tomorrow forum in Washington DC. She attended a business dinner in Chicago on 11/20 and stayed overnight at the airport (not requesting reimbursement for the hotel). She traveled by Uber to the hotel and is only requesting \$35.73 of that amount be reimbursed (equal to the mileage cost as that was less expensive). In Washington DC, she selected a hotel cheaper than the conference hotel rate of \$299 per night and incurred expenses to and from the airport.	

Travel expenses		
For	NIU Business	
Purpose	Meeting w/University of IL at DPI in Chicago and IBHE Meeting at DePaul	
Date	12/6/19 and 12/10/19	
Destination	Chicago, IL	
Air fare	N/A	
Other Transportation	Metra	\$ 36.00
Accommodation	N/A	
Meals	N/A	
Other		
Total		\$ 36.00
Notes	President Freeman traveled to Chicago to attend a meeting regarding NIU and University of IL partnerships on December 6, 2019 and to the IBHE meeting at DePaul on December 10, 2019.	

Hospitality expenses		
For	NIU Business	
Purpose	Meeting with Dr. Barb Wilson, Vice President for Academic Affairs and Provost, Univ. of IL Systems	
Date	10/1/2019	
Location	Office of the President	
Food & Beverages	Einstein's	\$ 15.58
Alcohol	N/A	
Entertainment	N/A	
Other		
	Final UC80881	
Total		\$ 15.58
Notes	President Freeman hosted a meeting with Dr. Wilson at NIU on October 1, 2019 to discuss NIU and UIUC partnerships.	
Hospitality expenses		
For	NIU Business	
Purpose	IBHE Fall Budget Meeting	
Date	10/15/2019	
Location	AL225	
Food & Beverages	Einstein's	\$ 76.11
Alcohol	N/A	
Entertainment	N/A	
Other		
	UC80938	
Total		\$ 76.11
Notes	NIU Administration met with Nyle Robinson, Jaimee Ray and Melissa Hahn from IBHE to discuss budget.	
Hospitality expenses		
For	Working Lunch	
Purpose	Meet with NIU Foundation Chair *Development Allocation from NIU Foundation*	
Date	10/22/2019	
Location	President's Office	
Food & Beverages	Provided by Potbelly's	\$ 23.71
Alcohol		
Entertainment		
Other		
Total		\$ 23.71
Notes	President Freeman had a working lunch with the NIU Foundation Chair, Mike Cullen.	
Hospitality expenses		
For	NIU Business	
Purpose	State of the University	
Date	10/22/2019	
Location	Altgeld Hall Auditorium	
Food & Beverages	Catering and Dale's Rolls	\$ 1,060.00
Alcohol	N/A	
Entertainment	N/A	
Other	Setup fee & Room Rental	\$ 285.80
Total		\$ 1,345.80
	Catering Final \$910 AL20-18	
Notes	President Freeman's annual address to the university community.	

Hospitality expenses		
For	Student Engagement	
Purpose	Presidential Scholars Dinner	
Date	10/24/2019	
Location	Altgeld Hall 315	
Food & Beverages	NIU Catering	\$ 878.24
Alcohol	N/A	
Entertainment	N/A	
Other	Room set up labor	\$ 160.00
Total		\$ 1,038.24
Notes	Annually, the Office of the President hosts the Presidential Scholars for dinner and the opportunity to engage the students in dialogue across the honors program with President Freeman and other members of the leadership team.	
Hospitality expenses		
For	Fall IBHE budget meeting	
Purpose	Faculty IBHE Meeting at NIU	
Date	11/15/2019	
Location	Barsema Alumni and Visitors Center	
Food & Beverages	Provided by Campus Catering	\$ 960.00
Alcohol		
Entertainment		
Other	set up fee	\$ 68.25
Total		\$ 1,028.25
Notes	NIU Administration hosted a meeting with Nyle Robinson, Jaimee Ray and Melissa Hahn from along with the IBHE faculty group to discuss budget.	
Hospitality expenses		
For		
Purpose	President's Holiday Gathering	
Date	12/3/2019	
Location	Altgeld Hall Auditorium	
Food & Beverages	NIU Catering	\$ 6,865.00
Alcohol	N/A	
Entertainment	Paravox Acapella	\$ 200.00
Other	N/A	
	Final Catering AL20-25	
Total		\$ 7,065.00
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	Commencement	
Purpose	President's Honorary Reception	
Date	12/14/2019	
Location	Nelson Suite	
Food & Beverages	Provided by Sodexo	\$ 1,249.50
Alcohol	N/A	
Entertainment	N/A	
Other	N/A	
Total		\$ 1,249.50
Notes	The Office of the President hosted a lunch reception in honor of the recipient of an NIU Honorary Doctorate. Guests included members of the platform party, nominating department, and honorary degree recipient.	

Hospitality expenses		
For	Commencement	
Purpose	Refreshments for Platform Party	
Date	12/15/2019	
Location	Nelson Suite	
Food & Beverages	Provided by Sodexo	\$ 154.70
Alcohol	N/A	
Entertainment	N/A	
Other	N/A	
Total		\$ 154.70
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.	

*** End Quarter 2 ***

Travel and Hospitality Expense Information

Dr. Lisa C. Freeman, President

For the period January 1, 2020 to March 31, 2020

(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	Foundation	*Development Allocation from NIU Foundation*
Purpose	Alumni/Donor	
Date	1/22/20-1/27/20	
Destination	Florida Blitz Events	
Air fare		\$ 334.60
Other Transportation	Mileage, parking, rental car and gas	\$ 611.99
Accommodation	Hotels	\$ 677.69
Meals	N/A	
Other	N/A	
Total		\$ 1,624.28
Notes	President Freeman traveled to Florida to attend Alumni and Foundation Blitz events for alumni/donor relations. Prior to Foundation events/meetings beginning the evening of January 23, 2020, President Freeman spent a day on personal travel, therefore, no hotel or car rental is being reimbursed for that day (est. daily charge with tax \$78.50).	
Travel expenses		
For	Foundation	
Purpose	Alumni/Donor	*Development Allocation from NIU Foundation*
Date	2/1/2020-2/6/2020	
Destination	California and Dallas	
Air fare		\$ 276.94
Other Transportation	Mileage, parking, rental car (California), and Uber in Dallas	\$ 508.86
Accommodation	Hotels	\$ 739.49
Meals	Per Diem	\$ 102.50
Other		
Total		\$ 1,627.79
Notes	President Freeman traveled to California and Dallas to attend Alumni and Foundation Blitz events/events for alumni/donor relations.	
Travel expenses		
For	NIU Business	
Purpose	MAC Council of Presidents	
Date	2/9/2020-2/10/2020	
Destination	Indianapolis, IN	
Air fare		
Other Transportation	Mileage	\$ 243.23
Accommodation	Paid by MAC	
Meals	Not requested	
Other		
Total		\$ 243.23
Notes	President Freeman attended the MAC Council of President's meeting in Indianapolis, IN on February 9 and 10, 2020. Hotel costs were covered by the MAC. She stayed overnight in Chicago the night prior to driving her personal vehicle and returned to DeKalb from the meeting.	

Travel expenses		
For	NIU Business	
Purpose	Higher Education Advocacy Day and State Legislative Meetings	
Date	2/24/20-2/27/20	
Destination	Springfield, IL	
Air fare	N/A	
Other Transportation	N/A (rode with Dr. Streb)	
Accommodation	Hotel	\$ 288.15
Meals	Per Diem	\$ 77.00
Other		
Total		\$ 365.15
Notes	President Freeman traveled to Springfield with Dr. Streb to attend the Higher Education Advocacy Day on February 26th, as well as key meetings with State legislators and a reception hosted by the Lt. Governor. Travel plans were adjusted due to potential weather, so they drove down Monday evening. Hotel rate reimbursement is adjusted to reflect State of IL allowable rate of \$85 plus tax per night in Springfield.	
Travel expenses		
For	Foundation	
Purpose	Alumni/Donor	
Date	3/6/20-3/9/20	
Destination	Phoenix, AZ	
Air fare		\$ 539.96
Other Transportation	Personal vehicle mileage and parking at O'Hare and rental car in Phoenix	\$ 573.72
Accommodation		\$ 499.62
Meals		\$ 96.00
Other		
Total		\$ 1,709.30
Notes	President Freeman traveled to Phoenix to attend Foundation alumni/donor events. She planned to travel to DC for the next Foundation Blitz events, however, due to the State of IL declaring a State of Emergency, returned home. Flight amount has credit deducted for MDW to DCA leg of trip (\$86.50 credited so only \$539.96 charged).	
Hospitality expenses		
For	Foundation	
Purpose	Donor Dinner *Development Allocation from NIU Foundation*	
Date	1/23/2020	
Location	Boca Raton, FL	
Food & Beverages	Provided by Abe's Boca	\$ 327.62
Alcohol	Provided by Abe's Boca	\$ 113.00
Entertainment		
Other	Not Requested	
Total		\$ 440.62
Notes	Reimbursement for donor business dinner including President Freeman, Doug Rose, and Ralph and Maria de la Vega.	

Hospitality expenses		
For	NIU Business	
Purpose	Lunch meeting w/Jay Anderson	
Date	2/19/2020	
Location	Altgeld Hall 300	
Food & Beverages	Einstein's	\$ 18.17
Alcohol	N/A	
Entertainment	N/A	
Other		
Total		\$ 18.17
Notes	Dr. Freeman met with Jay Anderson and Matt Streb over the lunch hour	

Hospitality expenses		
For	Faculty, Staff, and Students	
Purpose	International Scholars Reception	
Date	2/20/2020	
Location	Altgeld Hall 315	
Food & Beverages	NIU Catering	\$ 445.50
Alcohol	N/A	
Entertainment	N/A	
Other		
Total		\$ 445.50
Notes	President Freeman hosted a reception for International Scholars including faculty, staff and students.	

Travel and Hospitality Expense Information

Dr. Lisa C. Freeman, President

For the period April 1, 2020 to June 30, 2020

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

NO ACTIVITY TO REPORT IN QUARTER 4 ALL TRAVEL AND EVENTS CANCELED DUE TO COVID 19

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

Travel expenses		
For		
Purpose		
Date		
Destination		
Air fare		
Other Transportation		
Accommodation		
Meals		
Other		
Total		\$ -
Notes		
Hospitality expenses		
For		
Purpose		
Date		
Location		
Food & Beverages		
Alcohol		
Entertainment		
Other		
Total		\$ -
Notes		