

Travel and Hospitality Expense Information

Dr. Lisa C. Freeman, Acting President

For the period July 1, 2017 to June 30, 2018

(Note: Dr. Freeman began her term as Acting President on July 1, 2017.)

Overview

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

Travel expenses		
Date	Description	Amount
09/15 - 09/17/2017	Omaha, NE *Development allocation from NIU Foundation*	\$ 122.86
09/18 - 09/19/2017	Macomb, IL	\$ 264.56
09/28 - 10/01/2017	SanDiego, CA *Development allocation from NIU Foundation*	\$ 1,042.65
	End Quarter 1	
10/05 - 10/06/2017	Washington, DC	\$ 715.21
10/08 - 10/09/2017	Cleveland, OH	\$ 267.95
11/11 - 11/14/2017	Washington, DC	\$ 1,203.13
11/18 - 11/19/2017	Oakbrook, IL * Development allocation from NIU Foundation*	\$ 156.60
12/23 - 12/27/2017	Detroit, MI *Development allocation from NIU Foundation*	\$ 507.02
	End Quarter 2	
02/12 - 02/13/2018	Washington, DC	\$ 375.95
02/20 - 02/22/2018	Springfield, IL	\$ 215.70
03/09 - 03/15/2018	Phoenix, AZ * Development allocation from NIU Foundation*	\$ 1,622.22
03/10 - 03/15/2018	Washington, DC	\$ 2,455.78
	End Quarter 3	
04/08 - 04/09/2018	Chicago, IL * Development allocation from NIU Foundation*	\$ 72.48
04/10 - 04/12/2018	Springfield, IL	\$ 632.40
04/16 - 04/17/2018	Washington, DC	\$ 392.04
05/30-05/31/2018	Cleveland, OH	\$ 292.58
06/01 - 06/02/2018	SanFrancisco, CA	\$ 568.31
	End Quarter 4	

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.

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

Hospitality expenses		
Date	Description	Amount
07/26/2017	Orientation Leaders/Summer Research Students	\$ 2,344.80
08/01/2017	Congressman Kinzinger visit	\$ 88.13
08/23/2017	Meeting with President Freeman, Matt Streb & Alumni Assoc. Officers	\$ 155.00
08/27/2017	Welcome Days - President's Picnic Proposed budget \$35,425	\$ 5,000.00
08/28 - 08/29/17	VP Administration & Finance Search Preliminary Interviews	\$ 1,484.00
09/09/2017	Pre-Game Reception *Development allocation from NIU Foundation*	\$ 7,691.23
09/13/2017	New Superintendents Orientation	\$ 168.75
09/20/2017	State of the University Address	\$ 141.68
09/21 - 10/04/17	VP Administration & Finance On-Campus Interviews	\$ 3,145.05
09/24/2017	Annual Dinner with LEaD Huskies	\$ 535.00
	End Quarter 1	
10/06/2017	Faculty, Staff, and Graduate Students of Color Reception	\$ 80.00
10/10/2017	Annuitants Association Meeting	\$ 325.00
10/25/2017	New Faculty Dinner	\$ 2,665.60
10/30/2017	Safety Forum at Fanatico	\$ 543.06
11/01/2017	Presidential Scholars Dinner	\$ 853.50
11/16/2017	Black Alumni Council Reception	\$ 364.50
12/07/2017	Attend Alumni Association Holiday Gathering *Development allocation from NIU Foundation*	\$ 20.00
12/11/2017	President's Grateful Gathering	\$ 6,000.00
12/16/2017	Commencement - Honorary Degree Reception	\$ 800.00
12/17/2017	Undergraduate Commencement	\$ 132.00
12/26/2017	NIU Alumni Association Pregame Reception *Development allocation from NIU Foundation*	\$ 100.00
	End Quarter 2	
03/07/2018	Ethics and Compliance officer Search	\$ 63.00
	End Quarter 3	
04/19/2018	Faculty Awards Ceremony	\$ 1,840.00
04/25/2018	APAC Breakfast (President's Contribution)	\$ 500.00
05/01/2018	Student appreciation	\$ 693.75
5/1 - 5/4 & 5/22/2018	General Counsel Candidate Campus visits	\$ 1,561.10
05/02/2018	Faculty Awards Reception	\$ 1,866.50
5/11 & 5/12/2018	Platform party light meals commencement	\$ 360.75
06/28/2018	Reception for LaVonne Neal	\$ 492.50
	End Quarter 4	

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Expense Detail

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

Travel expenses		
For	Dr. Lisa C. Freeman	*Development allocation from NIU Foundation*
Purpose	Alumni/Athletics Foundation Donor Related Trip to Nebraska	
Date	09/15/2017 thru 09/17/2017	
Destination	Omaha, Nebraska	
Air fare	N/A	
Other Transportation	N/A	
Accommodation	1 night stay at Marriott	\$122.86
Meals	N/A	
Other	N/A	
	Final 00091081	
Total		\$122.86
	Alumni Events	
Notes	Dr. Freeman claimed hotel expenses because a donor relations dinner required an overnight stay. Reimbursement was not requested for the remainder of the trip because travel had been planned previous to accepting the position of Acting President.	
Travel expenses		
For	Dr. Lisa C. Freeman	
Purpose	Attend IBHE meeting	
Date	09/18/2017 - 09/19/2017	
Destination	Macomb, IL	
Air fare	N/A	
Other Transportation	370 miles round trip @ 53.5	\$197.96
Accommodation	1 night stay at Hampton Inn	\$66.60
Meals	N/A	
Other	N/A	
	Final 00153079	
Total		\$264.56
	Illinois Board of Higher Education	
Notes	Dr. Freeman traveled to Macomb, IL to attend the IBHE meeting including the early a.m. meeting of Presidents and Chancellors. Reimbursement requested for allowable amount of hotel and mileage.	
Travel expenses		
For	Dr. Lisa C. Freeman	*Development allocation from NIU Foundation*
Purpose	Alumni/Foundation Donor Engagement	
Date	09/18/2017 - 10/1/2017	
Destination	San Diego, California	
Air fare	Chicago - San Diego, CA	\$318.96
Other Transportation	Taxi - Airport to Hotel	\$15.99
Accommodation	3 night stay at Marriott	\$707.70
Meals	N/A	
Other	N/A	
	Final 00091082	
Total		\$1,042.65
	Alumni Events	
Notes	Dr. Freeman traveled to the NIU vs San Diego football game and related pre-game events for the purpose of alumni engagement.	

Hospitality expenses		
For	Orientation Leaders/Summer Research Students	
Purpose	Student Recognition & Appreciation Event	
Date	07/26/2017	
Location	Alumni Visitor Center	
Food & Beverages	Provided by Holmes Student Center Campus Catering	\$1,944.80
Alcohol	None Provided	
Entertainment	None Provided	
Other	BAVC Room Rental, Staff Labor & Room Set up	\$400.00
	Final BAVC 262	
Total		\$2,344.80
Notes	<p>Summer Research Students Summer Research Opportunities Program gives NIU Undergraduate Students the Opportunity to conduct paid, faculty-mentored, research during the summer months.</p> <p>Orientation leaders Orientation leaders officially welcome all new incoming freshman and transfer students to NIU while providing insight into the Huskie experience.</p>	
Hospitality expenses		
For	Congressman Kinzinger Visit	
Purpose	Meet with Acting President Freeman	
Date	08/1/2017	
Location	Alumni Visitor Center	
Food & Beverages	Coffee, Ice water, Hard Candies Provided by Holmes Student Center	\$43.13
Alcohol	None Provided	
Entertainment	None Provided	
Other	Room Rental	\$45.00
	Final BAVC 263	
Total		\$88.13
Notes	<p>https://kinzinger.house.gov/</p> <p>Adam D. Kinzinger represents Illinois' 16th Congressional District in the House of Representatives. The 16th congressional District stretches across 14 counties in the Northern Illinois region.</p>	
Hospitality expenses		
For	Luncheon with Alumni Assoc. Officers and Chief of Staff	
Purpose	Meeting with President Freeman, Matt Streb & Alumni Assoc. Officers	
Date	08/23/2017	
Location	President's Office	
Food & Beverages	Provided by Holmes Student Center Campus Catering	\$105.00
Alcohol	None Provided	
Entertainment	None Provided	
Other	Delivery Fee & Minimum Guest Fee	\$50.00
	Final UC78376	
Total		\$155.00
Notes	<p>Alumni Association Board of Directors</p> <p>President Freeman and Chief of Staff Matt Streb met with President of the Alumni Association and Alumni Officers to discuss ways in which we can partner towards achieving the University mission and supporting students.</p>	

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	08/27/2017	
Location	NIU DeKalb Campus	
Food & Beverages	provided by the Dining Halls - faculty, staff & community Members	\$5,000.00
Alcohol	None Provided	
Entertainment	DJ, Staging, Equipment, Sound System,	Canceled
Other	Electricians, Tables, Linens, Tents, Grounds labor	Canceled
	Event Production Services Labor, Mosquito Spraying	Canceled
	Final NC18121	
Total		\$5,000.00
Notes	http://niu.edu/welcomedays/ 2016 Estimated Total Expenditure \$47,725	
	Actual expense for 2017 - Residence hall meals \$23,750. 3,000 residential students served. 800 non-residential students, faculty, Staff & Community members paid for by the President's office. Cost of meals \$6.25 ea.	
Hospitality expenses		
For	Preliminary Interviews	
Purpose	VP Administration & Finance Search	
Date	08/28 - 29/2017	
Location	NIU Hoffman Estates	
Food & Beverages	Light Continental Breakfast & Lunch Buffet both days	\$834.00
Alcohol	Not Provided	
Entertainment	Not Provided	
Other	Room Rental for 2 days	\$650.00
	Final HE7021	
Total		\$1,484.00
Notes	Open Forums Info On August 28 and 29, 2017, a short-list of candidates for the Vice President for Administration and Finance search were invited for preliminary interviews (sometimes referred to as "airport interviews") at the NIU Hoffman Estates campus. The Hoffman Estates campus was utilized to reduce costs associated with airport/preliminary off-campus interviews. The hospitality expenses were related to meeting rooms, and food for members of the committee due to the commitment and length of the two days off-campus.	
Hospitality expenses		
For	Pre-Game Reception *Development allocation from NIU Foundation*	
Purpose	Reception with Acting President and Donors	
Date	09/09/2017	
Location	Barsema Alumni and Visitors Center	
Food & Beverages	Provided by Holmes Student Center Catering	\$6,307.50
Alcohol	Provided by Holmes Student Center Catering	\$762.73
Entertainment	NIU Huskie Marching Band	
Other	BAVC Room Rental, Staff Labor, Set up and Huskie Pup rental	\$621.00
	Final BA219 & HC2026	
Total		\$7,691.23
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	Superintendents Orientation	
Purpose	New School Superintendents to meet with Dr. Freeman	
Date	09/13/2017	
Location	Barsema Alumni Visitors Center	
Food & Beverages	Provided by the Holmes Student Center lunch & Refreshments for 11	
Alcohol	None Provided	
Entertainment	None Provided	
Other	Room Rental	\$168.75
	Final BAVC269	
Total		\$168.75
Notes	P-20 Network New school superintendents in DeKalb, Rochelle, and Genoa-Kingston will visit NIU to meet with President Freeman and other NIU leaders about community issues and partnership activities. The superintendents will also visit with NIU staff about educator training and programs for students and families. September's meeting included: David Sam, Elgin, Laurie Borowicz, Kishwaukee, Jerry Corcoran, Illinois Valley, Christine Sobek, Waubensee, Joanne Smith, Oakton, Dr. Lisa Freeman, NIU, Judy Mitchell, Joliet, Mary-Rita Moore, Triton and David Hellmich, Sauk Valley	

Hospitality expenses		
For	State of the University Address	
Purpose	Presidential Communication to Campus and Community	
Date	09/20/2017	
Location	Altgeld Auditorium	
Food & Beverages	None Provided	
Alcohol	None Provided	
Entertainment	None Provided	
Other	Building Services Set up & Tear Down and Audio Visual Costs from DoIT	\$141.68
	Final WKO092017	
Total		\$141.68
Notes	State of the University Address The State of the University Address officially kicks off the new academic year and offers an opportunity to celebrate accomplishments from the past year and set the path for the year ahead.	

Hospitality expenses		
For	On-Campus Interviews	
Purpose	VP Administration & Finance Search	
Date	09/21/2017 - 10/04/2017	
Location	NIU DeKalb	
Food & Beverages	Provided by Holmes Student Center Food Service	\$2,345.05
Alcohol	Not Provided	
Entertainment	Not Provided	
Other	Welcome Basket, HSC Min Guest Fees, HSC Guest room 1 night, 3 candidate, HSC Delivery fee	\$800.00
	Final UC 78539 & UC78690 & UC78579 & UC78695	
Total		\$3,145.05
Notes	Open Forums Info Beginning on Thursday, September 21, the three finalist for the Vice President for Administration and Finance search began on campus interviews. Hospitality expenses for the on-campus portion of the search will include on-campus hotel stays for the candidates, as well as meeting room/food expenses for the candidates and stakeholders in meetings over the breakfast, lunch, or dinner hour. The billing for these expenses has not yet been received and the final interview is done at the end of the day on October 4, 2017. Hospitality expenses associated with these interviews will be posted during the quarter received as they overlap the first and second quarter.	

Hospitality expenses		
For	Acting President Hosted Dinner	
Purpose	Annual Dinner with the LEaD Huskies	
Date	09/24/2017	
Location	President's Office	
Food & Beverages	Provided by Holmes Student Center Catering	\$435.00
Alcohol	None Provided	
Entertainment	None Provided	
Other	Delivery fee & Minimum Guest fee	\$100.00
	Final Bill UC78660	
Total		\$535.00
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.	

End Quarter 1

Annual Expense Information for Acting President, Lisa Freeman, Northern Illinois University
 For the period July 1, 2017 to September 30, 2017

Travel expenses		
Begin Quarter 2		
For	Dr. Lisa C. Freeman	
Purpose	Illinois Cohort of Presidents for P4LLS	
Date	10/05 - 10/06/2017	
Destination	Washington DC	
Air fare	Round Trip Chicago - Washington DC	\$406.40
Other Transportation		
Accommodation	The Mayflower (Conference Hotel)	\$308.81
Meals		
Other		
	Final 00153406	
Total		\$715.21
Notes	Presidents for Latino Student Success Dr. Freeman attended the second quarterly meeting of the Illinois Cohort of Presidents for Latino Student Success (P4LLS), facilitated by the Chicago-based partnership for college completion and the Celebration de Excelencia associated with the national initiative accelerating Latino Student Success. There invitation only events provide an important opportunity for NIU to be recognized by organizations that create enrollment pathways for students, as an emerging Hispanic serving institution that is committed to the success of all students.	

Travel expenses		
For	Dr. Lisa C. Freeman	
Purpose	Represent NIU at the Mid-American Conference Council of President's Meeting	
Date	10/8 - 10/9/2017	
Destination	Cleveland, OH	
Air fare	Round trip Chicago - Cleveland, OH	\$267.95
Other Transportation	Transportation to/fm Airport provided by Council	
Accommodation	Provided by the Council	
Meals		
Other		
	Final 00154389	
Total		\$267.95
Notes	Mid-American Conference Dr. Freeman represented NIU at the MAC Council of President's meeting in Cleveland, OH. The hotel and transportation to and from the airport in Cleveland was covered by the council.	

Travel expenses		
For	Dr. Lisa C. Freeman	
Purpose	Represent NIU at the Council of Presidents APLU meeting	
Date	11/11 - 11/14/2017	
Destination	Washington DC	
Air fare	Round Trip Chicago - Washington DC	\$203.97
Other Transportation	Transportation to/fm Hotel	\$21.07
Accommodation	Washington Marriott Wardman Park (conference hotel)	\$978.09
Meals		
Other		
	Final 00153079	
Total		\$1,203.13
	Association of Public & Land Grant Universities	
Notes	Dr. Freeman traveled to Washington DC on NIU business to represent NIU at the Council of Presidents at the annual APLU meeting. At the meeting, Dr. Freeman attended sessions on community engagement, university partnerships and the implications of proposed tax reform legislation. In addition, she fulfilled obligations related to her role as a member of the CMA (Council on information, Measurement and Analysis) Executive Committee.	
Travel expenses		
For	Dr. Lisa C. Freeman *Development allocation from NIU Foundation*	
Purpose	Red and Black Gala Scholarship Fundraising Event	
Date	11/18 - 19/2017	
Destination	Oakbrook, IL	
Air fare		
Other Transportation	Round Trip Mileage in personal vehicle	\$52.44
Accommodation	One Night stay at the Hilton	\$104.16
Meals		
Other		
	Final 00091793	
Total		\$156.60
	Red and Black Gala	
Notes	The Red and Black Gala event is devoted to providing scholarship support for NIU students. Every dollar raised directly supports student scholarships.	
Travel expenses		
For	Dr. Lisa C. Freeman *Development allocation from NIU Foundation*	
Purpose	Donor Cultivation & Stewardship at the Quick Lane Bowl	
Date	12/26/2017	
Destination	Detroit, MI	
Air fare		
Other Transportation	Mileage Reimbursement 686 miles (Round Trip) x .535	\$367.02
Accommodation		
Meals		
Other	Overnight Parking at Hotel, 4 nights x 35	\$140.00
	Final 00092171	
Total		\$507.02
	Quick Lane Bowl	
Notes	Dr. Freeman traveled to the Quick Lane Bowl football game and related pre-game events for the purpose of alumni engagement. She drove her personal vehicle to and from the event and incurred mileage and associated parking charges.	

Hospitality expenses		
For	Office of Academic Diversity, Equity & Inclusion	
Purpose	Faculty & Staff of Color Reception	
Date	10/6/2017	
Location	Duke Ellington Ballroom	
Food & Beverages		
Alcohol	Not Provided	
Entertainment	Not Provided	
Other	AV, Labor and table cloths	\$80.00
	Final UC78706	
Total		\$80.00
Notes	Office of Academic Diversity, Equity and Inclusion The Office of the President was one of a number of units that committed financial support to the annual Faculty, Staff, and Graduate Students of color reception hosted by the Office of Academic Diversity, Equity and Inclusion. The reception provides the opportunity for employees to connect with graduate students in an effort to network across classifications and begin building a pipeline for diversifying faculty.	
Hospitality expenses		
For	Annuitants Association	
Purpose	Meeting with Dr. Freeman	
Date	10/10/2017	
Location	Barsema Alumni & Visitors Center	
Food & Beverages		
Alcohol	None Provided	
Entertainment	None Provided	
Other	Room Rental & Staff Labor	\$325.00
	Final BAVC 276	
Total		\$325.00
Notes	Annuitants Association NIUAA supports the interests and the welfare of the members of the State Universities Retirement System. SURS members include present and future retirees as well as their spouses and survivors. Annually, the President updates the annuitants on the state of the university.	
Hospitality expenses		
For	Dinner Reception	
Purpose	New Faculty	
Date	10/25/2017	
Location	BAVC	
Food & Beverages	Catered by Holmes Student Center	\$2,156.60
Alcohol	Costs split and Billed to Acting Provost McCord and Acting President Freeman	\$0.00
Entertainment	None Provided	
Other	Room Rental & Staff Labor charges	\$509.00
	Final BAVC 274	
Total		\$2,665.60
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	Safety Forum "Continuing the Conversation about Safety"	
Purpose	Community Safety Meeting	
Date	10/30/2017	
Location	Fanatico	
Food & Beverages	Provided by Fanatico	\$543.06
Alcohol	None Provided	
Entertainment	None Provided	
Other		
	Final 01328610	
Total		\$543.06
Notes	Northern Star Article The Office of the President hosted a safety forum at Fanatico in DeKalb to provide an opportunity for NIU students to hear from NIU Public Safety, DeKalb Police Department, and NIU administrators. This forum provided information on how students could remain safe and steps that the university and city were taking to ensure their safety.	
Hospitality expenses		
For	Student Engagement and Recognition	
Purpose	Presidential Scholars Dinner	
Date	11/1/2017	
Location	NIU Convocation Center	
Food & Beverages	Provided by Holmes Student Center Catering	\$778.50
Alcohol	None Provided	
Entertainment	None Provided	
Other	Delivery Fee, Minimum guest fee	\$75.00
	Final UC78764	
Total		\$853.50
Notes	Annually, the Office of the President hosts the Presidential Scholars for a dinner and an opportunity to engage the students in dialogue across the honors program.	
Hospitality expenses		
For	Black Alumni Council	
Purpose	Alumni and Donor Engagement	
Date	11/16/2017	
Location	Altgeld 300	
Food & Beverages	Provided by Holmes Student Center Catering	\$314.50
Alcohol	None Provided	
Entertainment	None Provided	
Other	Delivery Fee, Minimum guest fee	\$50.00
	Final UC 78764	
Total		\$364.50
Event Attendance		
For	NIU Alumni Association Holiday Reception *Development allocation from NIU Foundation*	
Purpose	Alumni and Donor Engagement	
Date	12/7/2017	
Location	University Club, Chicago	
Food & Beverages		
Alcohol		
Entertainment		
Other		
	Cost to attend event	\$20.00
Notes	The President attended and made remarks at the Alumni Association Annual Holiday Reception.	
	Final E-120717	
Total		\$20.00

Hospitality expenses		
For	President Freeman's Grateful Gathering	
Purpose	NIU Employees	
Date	12/11/2017	
Location	Altgeld Hall	
Food & Beverages	Provided by Holmes Student Center Catering	\$6,000.00
Alcohol	None Provided	
Entertainment	AV Provided by NIU Web Team	
Other	Set up, Tear Down, AV & Cleaning	
	Final UC78923	
Total		\$6,000.00
Notes	President's Appreciation Gathering for Faculty & Staff This year, Acting President Lisa C. Freeman will host the first annual President's Appreciation Gathering for Faculty and Staff. In addition to the leadership expressing its gratitude to our faculty and staff, we would like to give everyone an opportunity to spread goodness, giving, and care for all of our Huskie family, especially students.	
Hospitality expenses		
For	Graduate Commencement	
Purpose	President's Honorary Reception	
Date	12/16/2017	
Location	Convocation Center, Nelson Suite	
Food & Beverages	Buffet for 50 Catered by Sodexo	\$800.00
Alcohol	None Provided	
Entertainment	None Provided	
Other	N/A	
	Final 01341984	
Total		\$800.00
Notes	Commencement Information The Office of the President hosted a lunch reception in honor of Rector Vullnet Ameti, University of Tetovo, and recipient of an NIU Honorary Doctorate in Humane Letters.	
Hospitality expenses		
For	Undergraduate Commencement	
Purpose	Food for the Platform Party Members	
Date	12/17/2017	
Location	Convocation Center, Nelson Suite	
Food & Beverages	Provided by Sodexo	\$132.00
Alcohol	None Provided	
Entertainment	None Provided	
Other	N/A	
	Final 01341984	
Total		\$132.00
Notes	Commencement Information 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.	

Event Attendance		
For	NIU Alumni Association Pregame Reception *Development allocation from NIU Foundation*	
Purpose	Alumni and Donor Engagement at Quick Lane Bowl	
Date	12/26/2017	
Location	Detroit, MI	
Food & Beverages		
Alcohol		
Entertainment		
Other	Cost to attend event	\$100.00
Notes	NIU Alumni Association Dr. Freeman traveled to the Quick Lane Bowl football game and related pre-game events for the purpose of alumni engagement. She drove her personal vehicle to and from the event and incurred mileage and associated parking charges.	
Total		\$100.00

End Quarter 2

Annual Expense Information for Acting President, Lisa Freeman, Northern Illinois University
For the period October 1, 2017 to December 31, 2017

Begin Quarter 3

Travel expenses		
For	Dr. Lisa C. Freeman	
Purpose	Represent NIU at the MAC Council of Presidents meeting	
Date	02/12 - 02/13/2018	
Destination	Washington DC	
Air fare	Round trip	\$368.40
Other Transportation	Metro to/fm airport and meetings on Capitol Hill	\$7.55
Accommodation		
Meals		
Other		
	Final 00155445	
Total		\$375.95
	Mid-American Conference	
Notes	MAC Council of Presidents, Capitol Hill visits and Congressional Reception. Lodging paid for by the MAC.	

Travel expenses		
For	Dr. Lisa C. Freeman	
Purpose	Pre-Meetings with Senators and Present at the Springfield Senate Appropriations Hearing	
Date	02/20 -02/22/2018	
Destination	Springfield, IL	
Air fare		
Other Transportation		
Accommodation	2 nights @ \$79.10	\$158.20
Meals	Per Diem	\$57.50
Other		
	Final 00155446	
Total		\$215.70
	Senate Appropriations II Committee Testimony	
Notes	Travel to Springfield to present at State Appropriations budget hearing and meet with State legislators.	

Travel expenses		
For	Dr. Lisa C. Freeman	
Purpose	Alumni and Donor Engagement Events *Development allocation from NIU Foundation*	
Date	03/09 - 03/10/2018	
Destination	Phoenix, AZ	
Air fare	Multi-city travel as described	\$750.57
Other Transportation	Taxi between event locations, airport and hotel	\$112.39
Accommodation	2 nights	\$709.26
Meals		
Other	Checked Bags	\$50.00
	Final 00093118	
Total		\$1,622.22
	Alumni Association Events	
Notes	Dr. Freeman traveled to Arizona for a Foundation Blitz (Alumni and Donor) Event on March 9, 2018. From that event she traveled to Washington DC for the ACE meeting from 3/9-3/13, met with Excelencia in Education on 3/13, and attended a Washington DC Foundation Blitz Event/Alumni Reception on 3/14. Charges for the Foundation include airfare (flight arrangement for ACE had to be adjusted to include AZ and additional time in DC), baggage (checked bag needed for additional nights), and transportation to Foundation events and Foundation hotel change.	
Travel expenses		
For	Dr. Lisa C. Freeman	
Purpose	ACE Meetings and Meeting at Excelencia	
Date	03/10 - 03/15/2018	
Destination	Washington, DC	
Air fare		
Other Transportation	Taxi to/fm hotel and metro to Excelencia	\$30.23
Accommodation	3 nights	\$950.55
Meals		
Other	Conference Registration	\$1,475.00
	Final 00155524	
Total		\$2,455.78
	American Council on Education 100th Annual Meeting	
Notes	Dr. Freeman traveled from the Foundation Blitz event in Arizona to the ACE meeting in Washington DC. She was an invited presenter at the Council of Fellows on a panel titled, "Budgets: Restructuring Institutions, Mergers and Prioritization". Following the Council of Fellows she attended the ACE presidency meetings, as well as topical sessions related to higher education, particularly legislative affairs, student mental health, and research advocacy. In addition, she visited the Excelencia in Education office as part of NIU's recruitment goal and participation in the President's for Latino Student Success and the Partnership for College Completion. Non-Foundation expenses included ACE registration, hotel, metro to and from Excelencia, and taxi for this part of the trip are included here.	
Hospitality expenses		
For	Candidate Search - Skype Interviews	
Purpose	Ethics & Compliance Officer Search	
Date	3/7/2018	
Location	President's Office	
Food & Beverages	Deli, Fruit & Vegetable tray provided by Campus Catering Services	\$63.00
Alcohol	Not Provided	
Entertainment	Not Provided	
Other		
	Final UC79130	
Total		\$63.00
Notes	Ethics Officer Light lunch provided to committee during second day Skype interviews due to extended schedule.	

End Quarter 3

Travel expenses

For	Dr. Lisa C. Freeman	
Purpose	Donor Event * Development allocation from NIU Foundation*	
Date	4/8 - 4/9/2018	
Destination	Chicago, IL	
Air fare		
Other Transportation	Mileage	\$72.48
Accommodation		
Meals		
Other		
Total		\$72.48
Notes	Dr. Freeman attended a Foundation Blitz Event in Chicago on April 8, 2018. Following that event she traveled for meetings in Springfield (detailed explanation in next item).	

Travel expenses

For	Dr. Lisa C. Freeman	
Purpose	Hearings	
Date	4/9 - 4/12/2018	
Destination	Springfield, IL - Chicago, IL - Springfield, IL - DeKalb, IL	
Air fare		
Other Transportation	Mileage Reimbursement	\$255.40
Accommodation	Three nights: 2 Springfield, 1 Chicago	\$282.00
Meals	Per Diem	\$46.00
Other	Parking Chicago	\$49.00
Total		\$632.40
Notes	Dr. Freeman traveled in her personal vehicle from home on 4/8/2018 to an alumni/donor event in Chicago (see expense above). From that event, CFO McGill picked her up and they drove to Springfield for meetings with representatives on Monday, April 9, 2018, returning to DeKalb that evening. On April 10, 2018, Dr. Freeman departed from an donor-sponsored event in Chicago to drive her personal vehicle with Dr. Streb to Springfield for scheduled meetings, the House Appropriation hearing, and the launch reception for the NIU caucus on Wednesday, April 11, 2018. She departed Springfield Wednesday night to drive to Chicago, dropping Dr. McCord at home and staying overnight for the quarterly meeting of the President's for Latino Student Success scheduled early morning on Thursday April 12.	

Travel expenses		
For	Dr. Lisa C. Freeman	
Purpose	Exelencia Presidents for Latino Student Success Meeting	
Date	4/16 - 4/17/2018	
Destination	Washington, DC	
Air fare	Round Trip	\$315.60
Other Transportation	Metro to/fm airport & to/fm meeting DC \$9.30 - Mileage to/fm O'hare 123.20 x .545	\$76.44
Accommodation	Provided by EPLSS	
Meals		
Other		
Total		\$392.04
Notes	Dr. Freeman attended the Exelencia Presidents for Latino Student Success Meeting and Briefing with The Hill in Washington DC on April 16 and 17, 2018. She was transported to the airport in her personal vehicle, paid for airfare, and used the Metro to travel to and from the hotel and meetings. The meeting paid for the hotel costs and meals were provided at the meeting. The meeting supported a think tank of College Presidents, and a webcast media day with legislators; the focus was on Latinos in College: Closing the Graduation Gap.	
Travel expenses		
For	Dr. Lisa C. Freeman	
Purpose	MAC Council of Presidents	
Date	5/30 - 5/31/2018	
Destination	Cleveland, OH	
Air fare		\$215.96
Other Transportation	Mileage and Train Fare	\$76.62
Accommodation		
Meals		
Other		
Total		\$292.58
Notes	Dr. Freeman represented NIU at the MAC Council of President's meeting and the annual MAC Hall of Fame events where students and alumni received awards in Cleveland, OH. The hotel and transportation from the airport in Cleveland were covered by the Council. Mileage to airport, airfare and train fare to the airport are requested.	
Travel expenses		
For	Dr. Lisa C. Freeman	
Purpose	SanFrancisco Blitz	
Date	6/1 - 6/2/2018	
Destination		
Air fare		\$418.19
Other Transportation	Mileage	\$74.12
Accommodation		
Meals		
Other	Valet Parking	\$76.00
Total		\$568.31
Notes	President Freeman traveled to San Francisco to attend Foundation Blitz events on Friday, June 1 and Saturday, June 2. The purpose of these events is engagement with alumni and donors. Following the business portion of the trip, she extended her stay for personal travel. Roundtrip mileage (drove personal vehicle to the airport), airfare and hotel expenses (including valet parking) for the nights associated with NIU business are requested here.	

Hospitality expenses		
For	Faculty Awards Ceremony	
Purpose	Recognition of outstanding faculty	
Date	4/19/2018	
Location	Altgeld Auditorium	
Food & Beverages	Buffet for 100 people	\$1,800.00
Alcohol	Not Provided	
Entertainment	Not Provided	
Other	3 Visitor Parking Passes UC 79385 & Delivery Fee	\$40.00
	Final UC79369	
Total		\$1,840.00
Notes	The Office of the President hosted the annual Faculty Awards Ceremony in recognition of outstanding faculty.	
Hospitality expenses		
For	Administrative Professionals Breakfast	
Purpose	Recognition for Campus & Community Administrative Professionals	
Date	4/25/2018	
Location	Altgeld Auditorium	
Food & Beverages		
Alcohol	Not Provided	
Entertainment	NIU Steel Band	\$500.00
Other		
Total		\$500.00
Notes	The Office of the President provided support for the annual recognition breakfast of NIU's administrative professionals.	
Hospitality expenses		
For	Student Appreciation Reception	
Purpose		
Date	5/1/2018	
Location	Pollock Ballroom	
Food & Beverages	Chef's cookie assortment, Water, Lemonade and Coffee provided by HSC	\$243.75
Alcohol	Not Provided	
Entertainment	Not Provided	
Other	Room Rental & Staff Labor charges	\$450.00
	Final BAVC 281	
Total		\$693.75
Notes	The President's Office hosted an appreciation event for the work of the honors, first and second-year, and engagement and experiential learning.	
Hospitality expenses		
For	General Counsel Candidate Visits	
Purpose	On Campus Forums	
Date	5/1 - 5/4 & 5/22	
Location	Various Campus locations	
Food & Beverages	Dinner 5/1, Breakfast & Dinner 5/2, Dinner 5/3, Breakfast & Lunch 5/4	\$882.10
Alcohol	Not Provided	
Entertainment	Not Provided	
Other	HSC Guest Room Stays for 4 Candidates	\$679.00
Total		\$1,561.10
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.	

Hospitality expenses		
For	Faculty Awards Dinner	
Purpose	Dinner for faculty and guest hosted by President	
Date	5/2/2018	
Location	DeBaise Board Room	
Food & Beverages	Created Buffet for 40 and Appetizers	\$1,358.00
Alcohol	Not Provided (Cash Bar)	
Entertainment	Not Provided	
Other	Labor, Set up, Event Mgr, Cleaning Fee and Bartender, Delivery Fee & Room Rental	\$508.50
	Final BAVC 281	
Total		\$1,866.50
Notes	The President hosted the annual faculty awards recognition dinner at the Barsema Alumni and Visitors Center.	

Hospitality expenses		
For	Platform Party light meals	
Purpose	Commencement	
Date	5/11 & 5/12/2018	
Location	Convocation Center	
Food & Beverages	Water & Antipasto platter 5/11, Deli lunch and Pasta Bar dinner for 8 on 5/12	\$360.75
Alcohol	Not Provided	
Entertainment	Not Provided	
Other		
Total		\$360.75
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	Reception	
Purpose	Lavonne Neal	
Date	6/28/2018	
Location	HSC SkyRoom	
Food & Beverages	Appetizer & Beverage Service for 50 and Cake	\$487.50
Alcohol	Not Provided	
Entertainment	Not Provided	
Other	Wireless Mic	\$5.00
	Final UC79578	
Total		\$492.50
Notes	The Office of the President hosted a retirement reception for Dr. Neal in recognition of her contributions to the university-wide process reengineering and student engagement and as the Dean of the College of Education.	

Annual Expense Information for Acting President, Lisa Freeman, Northern Illinois University
For the period July 1, 2017 to June 30, 2018