

Overview

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

Hospitality Expenses		
Date	Description	Amount
08/03 & 08/10/2021	Leadership/Dean's Retreat	\$ 1,243.03
08/22/2021	New Student Welcome Days - President's Picnic	\$ 707.00
08/31/2021	Monthly Leadership Meeting	\$ 377.58
09/11/2021	Annual Alumni/Donor Reception **Development Allocation from NIU Foundation**	Pending
09/28/2021	New Faculty Reception	\$ 3,144.43
10/01/2021	Lead Huskies	\$ 470.05
10/10 - 10/11/2021	Mac Conference Meeting	\$ 2,650.14
10/13/2021	Greek Life Revitalization Task Force	\$ 220.00
10/20/2021	Cocktails & Connections Reception **Development Allocation from NIU Foundation**	\$ 411.00
10/21/2021	Lincoln Laureates	\$ 43.20
10/22/2021	President Killeen Visit	\$ 201.25
10/26/2021	Faculty Award Dinner	\$ 2,293.40
10/27/2021	Presidential Scholars Reception	\$ 824.40
11/04/2021	Greek Life Revitalization Task Force	\$ 220.00
11/16/2021	State of the University	\$ 1,263.18
11/30/2021	President's Holiday Gathering	\$ 2,475.00
12/11/2021	Commencement	\$ 104.55
	*** No Activity Quarter 3 ***	
04/21/2022	Faculty Awards Reception	\$ 1,313.20
05/03/2022	Faculty Awards Dinner	\$ 2,380.25
05/04/2022	CFO Meet & Greet	\$ 117.60
05/03 - 05/05/2022	Candidate Searches	\$ 618.79
05/13/2022	Presidents Honorary Reception	\$ 1,249.50
05/14/2022	Commencement	\$ 114.75
06/06/2022	Donor Dinner **Development Allocation from NIU Foundation**	\$ 275.78
06/07/2022	Federal Relations/Student Engagement Dinner	\$ 179.34
06/09/2022	Donor Dinner **Development Allocation from NIU Foundation**	\$ 207.90
06/28/2022	Senior Leadership Tabletop Exercise	\$ 70.80

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, 2021 to September 30, 2021

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 and Donor Engagement <i>*Development Allocation from NIU Foundation*</i>	
Date	9/3/21-9/5/21	
Destination	Atlanta, GA	
Air fare	Southwest	\$ 297.96
Other Transportation	Mileage and taxi to and from hotel	\$ 161.16
Accommodation	Hotel x 2 nights	\$ 428.50
Meals	Not requested	
Other	Parking	\$ 45.00
Total		\$ 932.62
Notes	Travel to represent NIU at the football game at Georgia Tech and pregame events for the purpose of alumni and donor engagement.	
Travel expenses		
For	NIU Business	
Purpose	Alumni and Donor Engagement <i>*Development Allocation from NIU Foundation*</i>	
Date	9/17/21-9/19/21	
Destination	Ann Arbor, MI	
Air fare	N/A	
Other Transportation	Mileage 610 x .560 = 341.60	\$ 341.60
Accommodation	Hotel x 2 nights	\$ 286.38
Meals	Not requested	
Other	Parking	\$ 85.00
Total		\$ 712.98
Notes	Travel to represent NIU at the football game at Michigan and pregame events for the purpose of alumni and donor engagement.	
Hospitality expenses		
For	Senior Leadership/Deans Retreat	
Purpose	Leadership Development	
Date	8/3/21 and 8/10/21	
Location	Barsema Alumni and Visitors Center	
Food & Beverages	Provided by Campus Catering	\$ 743.03
Alcohol	N/A	
Entertainment	N/A	
Other	Meeting room rental/set-up	\$ 500.00
Total		\$ 1,243.03
Notes	Two half-day senior roundtable and deans leadership retreats.	

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	8/22/2021	
Location	NIU DeKalb Campus	
Food & Beverages	Provided by Campus Catering	
Alcohol	N/A	
Entertainment	Outdoor Recreation - provided activities for attendees	\$ 707.00
Other		
Total		\$ 707.00
Notes	Non-residential students, faculty, staff, and community meals paid by the President's Office. Cost of meals...ea. and remaining expenses covered by Campus Dining Services.	
Hospitality expenses		
For	NIU Business	
Purpose	Monthly Leadership Meeting	
Date	8/31/2021	
Location	Altgeld Hall Auditorium	
Food & Beverages	Provided by Campus Catering	\$ 377.58
Alcohol	N/A	
Entertainment	N/A	
Other	N/A	
Total		\$ 377.58
Notes	Coffee, tea, water, and dog bone cookies provided to the monthly leadership meeting for the first new academic year.	
Hospitality expenses		
For	Pre-game Reception *Development allocation from NIU Foundation*	
Purpose	Annual football reception for alumni/donors	
Date	9/11/2021	
Location	BAVC on Terrace	
Food & Beverages	Provided by Campus Catering	
Alcohol		
Entertainment	N/A	
Other	Tent Rental, other?	
Total		\$0.00
Notes	The business purpose of this event is to provide stewardship to current NIU alumni and donors. To promote engagement and cultivation of alumni, donors, and friends with the President, leadership, and staff of the University, Alumni Association, and Foundation.	
Hospitality expenses		
For	New Faculty Dinner	
Purpose	New Faculty Event	
Date	9/28/2021	
Location	BAVC Ballroom	
Food & Beverages	Provided by Campus Catering	\$ 2,544.43
Alcohol	Costs split and billed to President Freeman and EVPP Beth Ingram	
Entertainment	N/A	
Other	Room Rental, Staff Labor	\$ 600.00
Total		\$ 3,144.43
Notes	Annually, the Office of the President hosts a dinner to welcome new faculty and to provide an opportunity to network and start building relationships across disciplines.	

Travel and Hospitality Expense Information

Dr. Lisa C. Freeman, President

For the period October 1, 2021 to December 31, 2021

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 and Donor Engagement *Development Allocation from NIU Foundation*	
Date	10/8/21-10/10/21	
Destination	Toledo, OH	
Air fare	N/A	
Other Transportation	Mileage 606 x .560 = \$339.36	\$ 339.36
Accommodation	Hotel x 2 nights	\$ 501.84
Meals	Not requested	
Other	N/A	
Total		\$ 841.20
	103180	
Notes	Travel to represent NIU at the football game at Toledo and for the purpose of alumni and donor engagement.	
Travel expenses		
For	NIU Business	
Purpose	Hope Chicago	
Date	11/23/2021	
Destination	Chicago, IL	
Air fare		
Other Transportation		
Accommodation		
Meals		
Other	Parking	\$ 30.00
Total		\$ 30.00
	167342	
Notes	Travel to Chicago to meet with Hope Chicago on NIU Business.	
Travel expenses		
For	Mac Championship *Development Allocation from NIU Foundation*	
Purpose	Alumni/Donor Relations	
Date	12/3 - 12/4/2021	
Destination	Detroit, MI	
Air fare		
Other Transportation	Mileage 689 Miles	\$ 385.84
Accommodation		
Meals		\$ 24.00
Other	Parking	\$ 27.00
Total		\$ 436.84
	Voucher 00103413	
Notes	Dr. Freeman represented NIU at the football game and events for the purpose of alumni and donor engagement.	

Hospitality expenses		
For	President's Office Hosted Alumni Dinner	
Purpose	Alumni Dinner with the LEaD Huskies	
Date	10/1/2021	
Location	Coaches Club Stadium	
Food & Beverages	Provided by Campus Catering - Sodexo	\$ 372.30
Alcohol		
Entertainment		
Other	Labor for Bartender	\$ 97.75
	01448526	
Total		\$ 470.05
Notes	The Office of the President normally hosts an annual dinner with the LEaD Huskies. This year, the dinner was for alumni who returned for NIU's homecoming weekend to reconnect with the Huskie community.	
Hospitality expenses		
For	MAC Conference Business	
Purpose	Host Quarterly MAC Conference Meeting	
Date	10/10/2021-10/11/2021	
Location	Altgeld Hall 1st Floor Hallway and Board Room; and BAVC Board Room and Library	
Food & Beverages	Dinner on 10/10/2021 and Breakfast and Lunch on 10/11/2021 provided by Campus Catering	\$2,000.00
Alcohol	Served at dinner on 10/10/2021 and paid for on *Athletics Foundation Allocation*	\$300.14
Entertainment	N/A	
Other	Room Rental, Staff Labor, Huskie Pups	\$350.00
Total		\$2,650.14
Notes	Each MAC institution is asked to host the MAC President's Quarterly meeting on a rotating schedule. NIU hosted them on October 10 and 11, 2021.	
Hospitality expenses		
For	NIU Business	
Purpose	Greek Life Revitalization Task Force	
Date	10/22/2021	
Location	Altgeld Board Room 315	
Food & Beverages	Box lunches provided by campus catering	\$ 220.00
Alcohol		
Entertainment		
Other		
	BV22-37	
Total		\$ 220.00
Notes	Provided dinner for Greek Life Revitalization Task Force.	
Hospitality expenses		
For	Community Cocktails & Connections Reception *Development Allocation from NIU Foundation*	
Purpose		
Date	10/20/2021	
Location	President's Residence	
Food & Beverages	Provided by Tapa La Luna	\$ 381.00
Alcohol		\$ 30.00
Entertainment		
Other		
	103328	
Total		\$ 411.00
Notes	Cocktails & Connections reception for women leaders in the NIU and local communities.	

Hospitality expenses		
For	Lincoln Laureates	
Purpose		
Date	10/21/2021	
Location	BAVC	
Food & Beverages		\$ 43.20
Alcohol		
Entertainment		
Other		
Total		\$ 43.20
Notes	Reception and photo shoot for the 2022 Lincoln Laureate nominees and guests. Ordered cookies for reception.	
Hospitality expenses		
For	President Killeen Visit	
Purpose		
Date	10/22/2021	
Location	BAVC DeBiase Boardroom	
Food & Beverages	Provided by Campus Catering	\$ 70.00
Alcohol		
Entertainment		
Other	Parking, Room, Labor, Set up, AV	\$ 131.25
	BV22-50	
Total		\$ 201.25
Notes	NIU hosted the University of Illinois Systems President Tim Killeen, along with members of his leadership team to discuss research collaboration across the State of Illinois.	
Hospitality expenses		
For	Presidential Scholars Reception	
Purpose	Student Engagement and Recognition	
Date	10/27/2021	
Location	Altgeld Board Room 315	
Food & Beverages	Provided by Campus Catering	\$ 824.40
Alcohol		
Entertainment		
Other		
	BV22-48	
Total		\$ 824.40
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	Faculty Award Dinner	
Purpose	Recognition of NIU Faculty	
Date	10/26/2021	
Location	BAVC	
Food & Beverages	Provided by Campus Catering	\$ 1,428.40
Alcohol		
Entertainment		
Other	Staff labor and Facilities charges	\$ 865.00
	BV22-53	
Total		\$ 2,293.40
Notes	Each year, the President hosts an awards dinner to honor faculty who have received Presidential awards. In October, 2021, we invited 2020 and 2021 recipients to a dinner, as they were unable to have a reception or a dinner during the pandemic.	

Hospitality expenses		
For	NIU Business	
Purpose	Greek Life Revitalization Task Force	
Date	11/4/2021	
Location	Altgeld Board Room 315	
Food & Beverages	Box lunches provided by campus catering	\$ 220.00
Alcohol		
Entertainment		
Other		
	BN22-51	
Total		\$220.00
Notes	Provided dinner for Greek Life Revitalization Task Force.	
Hospitality expenses		
For	State of the University Address	
Purpose		
Date	11/16/2021	
Location	BVAC	
Food & Beverages	Provided by Campus Catering	\$1,263.18
Alcohol		
Entertainment		
Other		
Total		\$1,263.18
Notes	BV22-61 Refreshments for the President's Annual State of the University Address	
Hospitality expenses		
For	President's Holiday Gathering	
Purpose	Faculty & Staff Appreciation	
Date	11/30/2021	
Location	Altgeld Auditorium	
Food & Beverages	Provided by Campus Catering	\$2,475.00
Alcohol		
Entertainment		
Other		
	BV22-79	
Total		\$2,475.00
Notes	President Freeman hosted the 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	Undergraduate Commencement	
Purpose	Food for Platform Party Members	
Date	12/11/2021	
Location	Convocation Center - Nelson Suite	
Food & Beverages	Water, Refreshments Provided by Sodexo	\$123.00
Alcohol		
Entertainment		
Other	15% Discount	-\$18.45
Total		\$104.55
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.	

Travel and Hospitality Expense Information

Dr. Lisa C. Freeman, President

For the period January 1, 2022 to March 31, 2022

Expense Detail

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

Travel expenses		
For	NCAA Convention	
Purpose	Attend convention including the MAC President's meeting	
Date	1/18/2022 - 1/21/2022	
Destination	Indianapolis, IN	
Air fare		
Other Transportation	Rental Car	\$ 342.40
Accommodation	3 nights	\$ 449.28
Meals	Most provided by the convention	\$ 24.00
Other	Parking, Conference Registration, Mileage home from airport.	\$ 757.08
Total		\$ 1,572.76
Notes	President Freeman attended the 2022 NCAA Conference including the MAC Presidents meeting, relevant sessions and the NCAA Awards presentation as NIU won the NCAA and Minority Opportunities Athletic Association's award for Diversity and Inclusion.	
	167760	
Travel expenses		
For	American Council on Education	
Purpose	NIU Business	
Date	3/4/2022 - 3/8/2022	
Destination	San Diego, CA	
Air fare		\$ 357.20
Other Transportation	Taxi to/fm Hotel	\$ 37.20
Accommodation	3 nights	\$ 1,035.09
Meals	Per Diem	\$ 40.00
Other	Conference registration, Mileage to/fm airport & to/fm Rockford SHIELD for PCR test	\$ 1,103.07
Total		\$ 2,572.56
Notes	Dr. Freeman traveled to the Annual American Council on Education meeting in San Diego, CA on NIU business.	
Travel expenses		
For	Advocacy Day	
Purpose	**Development Allocation from NIU Foundation**	
Date	3/08 - 3/10/2022	
Destination	Springfield, IL	
Air fare		
Other Transportation		
Accommodation	2 nights	\$ 198.36
Meals	Per Diem	\$ 39.00
Other		
Total		\$ 237.36
Notes	Dr. Freeman traveled with Dr. Streb and Michaela Holtz to represent NIU and attend Advocacy Day in Springfield, IL.	

Travel expenses		
For	NIU Foundation	
Purpose	Alumni & Donor Relations **Development Allocation from NIU Foundation**	
Date	03/14 - 03/20/2022	
Destination	West Palm Beach, FL	
Air fare		\$ 428.20
Other Transportation	Rental Car	\$ 499.67
Accommodation	3 nights	\$ 1,055.16
Meals		
Other	Mileage to/fm airport and parking	\$ 201.56
Total		\$ 2,184.59
Notes	Dr. Freeman traveled to Florida for donor relations engagements.	

Travel and Hospitality Expense Information

Dr. Lisa C. Freeman, President

For the period April 1, 2022 to June 30, 2022

Expense Detail

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

Travel expenses		
For	Alumni & Donor Relations	**Development Allocation from NIU Foundation**
Purpose	Meeting with representative of Prizker Foundation for Development	
Date	4/1/2022	
Destination	Evanston, IL	
Air fare		
Other Transportation	Mileage 148.2 miles @ .585	\$ 86.70
Accommodation		
Meals		
Other		
Total		\$ 86.70
Notes		
Travel expenses		
For	Alumni & Donor Relations	**Development Allocation from NIU Foundation**
Purpose	Attend SBJ Awards	
Date	5/18 - 5/19/2022	
Destination	Newark, NJ	
Air fare		\$ 398.19
Other Transportation	Transportation to/fm Hotel & Mileage to/fm Airport	\$ 331.38
Accommodation		\$ 435.90
Meals	Per Diem	\$ 29.00
Other		
Total		\$ 1,194.47
Notes	The President traveled to SBJ Awards for engagement activities	
Travel expenses		
For	Corporate & Alumni Relations	
Purpose	NIU Foundation & NIU Partnership	
Date	6/7 - 6/10/2022	
Destination	Washington, DC	
Air fare		\$ 314.96
Other Transportation	Taxi and Uber	\$ 69.16
Accommodation		\$ 889.71
Meals	Per Diem	\$ 34.00
Other	Parking & Mileage	\$ 43.56
Total		\$ 1,351.39
Notes	President Freeman traveled to Washington, DC for Corporate/Alumni Relations and to attend Braven University. While in DC she met with NIU interns, attended Braven University (an NIU Foundation & NIU Partner)	

Travel expenses		
For	NIU Representation	
Purpose	APLU Meeting	
Date	6/12 - 6/30/2022	
Destination	Washington, DC	\$ 526.96
Air fare		
Other Transportation	Taxi/Uber	\$ 70.42
Accommodation	Covered by meeting	
Meals		
Other	Mileage, Parking	\$ 87.38
Total		\$ 684.76
Notes	President Freeman attended the Association for Public and Land-Grant Universities (APLU) meeting in DC.	
Travel expenses		
For	Alumni & Donor Relations **Development Allocation from NIU Foundation**	
Purpose	Alumni /Donor Relations Visit	
Date	6/28 - 7/1/2022	
Destination	Raleigh-Durham, NC	
Air fare		\$ 323.46
Other Transportation	Mileage	\$ 81.78
Accommodation		\$ 135.90
Meals		
Other		
Total		\$ 541.14
Notes	President Freeman traveled to Raleigh-Durham, NC for an alumni/donor relations visit	
Hospitality expenses		
For	Faculty Awards Reception	
Purpose	Employee Recognition	
Date	4/21/2022	
Location	Altgeld Auditorium	
Food & Beverages	Fruit Reception & Desert Trays with drinks for 75	\$ 763.20
Alcohol	Not Provided	
Entertainment		
Other	Room and Parking Lot Rental 2-4 pm	\$ 550.00
Total		\$ 1,313.20
Notes	The Office of the President hosted the annual Faculty Awards Ceremony in recognition of outstanding faculty members. Reception and award presentation open to the entire campus.	
Hospitality expenses		
For	Faculty Awards Dinner	
Purpose	Employee Recognition	
Date	5/3/2022	
Location	BAVC DeBiase Boardroom	
Food & Beverages	Buffet dinner and non-alcoholic beverages for 55	\$ 2,380.25
Alcohol	Billed on Separate Contract and Paid by Private Funds (unrelated to the university or FDN)	
Entertainment		
Other	Staff Labor Charge	\$ 200.00
Total		\$ 2,580.25
Notes	The President hosted the annual dinner for award recipients, guests and college chairs and Deans	

Hospitality expenses		
For	CFO Meet & Greet	
Purpose	Introduction of Acting CFO to Campus Community	
Date	5/4/2022	
Location	Altgeld West Solarium	
Food & Beverages	Coffee, Water and Assorted Cookies for 40	\$ 117.60
Alcohol		
Entertainment		
Other		
Total		\$ 117.60
Notes	The President hosted a small reception to introduce the new acting CFO.	
Hospitality expenses		
For	Candidate Searches	
Purpose	University Ombudsperson	
Date	5/3 - 5/5/2022	
Location	University Suite	
Food & Beverages	Breakfasts & Lunches provided to candidates & guests	\$ 533.80
Alcohol	Not Provided	
Entertainment		
Other	HSC Guest Rooms	\$ 84.99
Total		\$ 618.79
Notes	The President hosted final candidates for University Ombudsperson position	
Hospitality expenses		
For	President's Honorary Degree Reception	
Purpose	Recognition of Honorees	
Date	5/13/2022	
Location	Chessick Hall of Champions	
Food & Beverages	Catering by Sodexo Refreshments and Beverages for 60	\$1,249.50
Alcohol		
Entertainment		
Other		
Total		\$1,249.50
Notes	The President's Office hosted a pre-commencement reception in honor of those awarded an honorary degree from NIU.	
Hospitality expenses		
For	NIU Commencement	
Purpose	Sustenance for Platform Party	
Date	5/14/2022	
Location	Coaches Club/Stadium	
Food & Beverages	Box lunches for 10 provided by Sodexo	\$114.75
Alcohol		
Entertainment		
Other		
Total		\$114.75
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	Donor Dinner	**Development Allocation from NIU Foundation**
Purpose	Donor Engagement	
Date	6/6/2022	
Location	Naperville, IL	
Food & Beverages	Provided by Local Restaurant	\$275.98
Alcohol		
Entertainment		
Other		
Total		\$275.98
Notes	The President and her spouse met with Donors for dinner	
Hospitality expenses		
For	Dinner	
Purpose	Federal Relations/Student Engagement	
Date	6/7/2022	
Location	Washington, DC	
Food & Beverages	Provided by Restaurant	\$179.34
Alcohol	Not Provided	
Entertainment		
Other		
Total		\$179.34
Notes	President Freeman had a student engagement dinner while traveling in DC	
Hospitality expenses		
For	Donor Dinner	**Development Allocation from NIU Foundation**
Purpose	Donor Engagement	
Date	6/9/2022	
Location	Washington, DC	
Food & Beverages	Provided by Restaurant	\$165.90
Alcohol		\$42.00
Entertainment		
Other		
Total		\$207.90
Notes	President Freeman met with corporate/alumni donors for dinner while in DC	
Hospitality expenses		
For	Senior Leadership Tabletop Exercise	
Purpose	Campus Emergency Response Exercises	
Date	6/28/2022	
Location	Altgeld Board Room	
Food & Beverages	Coffee, Water & Tea provided by campus catering	\$70.80
Alcohol		
Entertainment		
Other		
Total		\$70.80
Notes	The President provided beverages for university leadership and guests during 4 hour workshop	