

1) Travel Expenses and Professional Development

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

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

Dates:	Destination	Purpose						Expense
			Airfare	Other Transportation *	Accommodation	Meals **	Other ***	Report ID
01-Aug-18	Red Deer, AB	Meeting with donors		324		45	369	31846
02-Aug-18	Red Deer, AB	Meeting with donors		297			297	31846
August, 2018	Vermilion, AB	Meetings and events; 5 trips		293			293	31846

2) Hospitality Expenses

Lakeland College Policy provides for hosting expenses to be reimbursed for College business activity
Business activity can include meetings with external parties(Ex) and LC employees (Int).

Dates:	Purpose						Expense
		Location					Report ID
							Amount
							-