

Crowe, Michael

VP, Academic & Research

Dec-18

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	Airfare	Other Transportation *	Accommodation	Meals **	Other ***	Total	Expense Report ID
December, 2018	Lloydminster, AB	Meetings and events; 2 trips		117				117	32610
Dec 11 - 12, 2018	Calgary, AB	Meetings	647	184	190	30		1,051	32469, 32610

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	Location	Amount	Expense Report ID
05-Dec-18	Lunch meeting. 3 (Int)	Athabasca, AB	57	32610
10-Dec-18	Internal hospitality. (Int)	Vermilion, AB	357	32469
11-Dec-18	Dinner meeting. 2 (Ex), 1 (Int)	Calgary, AB	274	32610
			Total	688