

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 ***	Total	Report ID
November, 2018	Vermilion, AB	Meetings and events; 10 trips	585						32379
05-Nov-18	Ottawa, ON	CICan Leaders' Forum							32006
08-Nov-18	Red Deer, AB	Club Blue function	362		232	22		616	32267, 32379
19-Nov-18	Edmonton, AB	Meeting with consultants							32379

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