

Crowe, Michael

VP, Academic & Research

Nov-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
November, 2018	Lloydminster, AB	Meetings and events; 6 trips		351				351	32440
Nov 7 - 9, 2018	Vancouver, BC	Leveraging Culture to Drive Strategy	472				2,095	2,567	31632, 32216
Nov 14 - 15, 2018	Saskatoon, SK	Precision Ag conference		21	170	88		279	32440
Nov 19 - 20, 2018	Saskatoon, SK	SAO meeting		16	204	76		296	32440

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
14-Nov-18	Meeting with regional staff member. 1 (Int)	Saskatoon, SK	40	32440
			Total	40