

Crowe, Michael

VP, Academic & Research

Oct-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
October, 2018	Lloydminster, AB	Meetings and events; 4 trips		234				234	32177
Sep 30 - Oct 1, 2018	Regina, SK	Saskatchewan Academic Sector meetings	396					396	31936, 32216
Oct 9 - 10, 2018	Saskatoon, SK	SAO meetings		313	204	76		593	32177
Oct 24 - 27, 2018	Calgary, AB	ACOSAO meetings and Ag for Life gala	275	274	670	77	250	1,546	32177, 32216, 32416

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
none				
			Total	-