

Crowe, Michael

VP, Academic & Research

Apr-19

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
April, 2019	Lloydminster, AB	Meetings and events; 4 trips		234				234	33169
Apr 10 - 12, 2019	Calgary, AB	SAO & ACOSAO meetings	382	221	379	97		1,079	32903, 33169
Apr 23 - 24, 2019	Edmonton, AB	SingularityU Canada Summit 2019		198	536	62	2,835	3,631	32901, 33169

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	-