

Lakeland College Expense Disclosure**Crowe, Michael***VP, Academic & Research***Jan-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

<u>Dates:</u>	<u>Destination</u>	<u>Purpose</u>	<u>Airfare</u>	<u>Other Transportation *</u>	<u>Accommodation</u>	<u>Meals **</u>	<u>Other ***</u>	<u>Total</u>	<u>Expense Report ID</u>
January, 2019	Vermilion, AB	Meetings and events; 2 trips						117	32659
15-Jan-19	Edmonton, AB	SIF Meeting				12		12	32659
21-Jan-19	Vegreville, AB	Innotech Meeting						81	32659
Jan 24 - 25, 2019	Edmonton, AB	SIF Meeting, SAO/ACOSAO meetings			207	53	496	756	32659, 32894
Jan 29 - 31, 2019	Edmonton, AB	FarmTech			152	88	441	713	32469, 32659

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).

<u>Dates:</u>	<u>Purpose</u>	<u>Location</u>	<u>Amount</u>	<u>Expense Report ID</u>
24-Jan-19	SIF Lunch Meeting; 6 (Ex), 2 (Int)	Edmonton, AB	610	32894
			Total	
			610	