

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
June, 2019	Vermilion, AB	Meetings and events; 8 trips		468				468	33469, 33591
June, 2019	Vegreville, AB	Meetings; 2 trips		162				162	33591
Jun 2 - 7, 2019	Ottawa, ON	Canadian Council for the Advancement of Education (CCAEE) Conference	950	320	1,352	8	1,807	4,437	33469, 33591, 33571

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
06-Jun-19	Alumni hosting event. 1 (Ex), 1 (Int)	Kanata, ON	89	33591
			Total	89