

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
May, 2019	Vermilion, AB	Meetings and events; 8 trips						468	33469
May 5 - 7, 2019	Niagara Falls, ON	CICan 2019 Conference	581	396	850		1,100	2,927	33120, 33377, 33469

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
05-May-19	CiCAN award celebration dinner. 2 (Ex)	Niagara Falls, ON	362	33469
			Total	362