

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							Expense
			Airfare	Other Transportation *	Accommodation	Meals **	Other ***	Total	Report ID
January, 2020	Lloydminster, AB	Meetings and events; 2 trips	117						34879
Jan 23 - 24, 2020	Calgary, AB	SAO and ACOSAO meetings	575	50	192	98		915	34833, 34879, 35007
27-Jan-20	Edmonton, AB	Government of Alberta Ag Stakeholders (Farmer Led Research) session	35						34879
30-Jan-20	Lloydminster, AB	Heart of the Farm banquet at Agri-Visions 2020							35007

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
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