# Lakeland College Expense Disclosure

**Sumner, Todd**

*VP, Academic & Research*

**Aug-22**

## 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 |
|---|---|---|---|---|---|---|---|---|---|
| August, 2022 | Lloydminster, AB | Meetings and events; 3 trips | | 254 | | | | **254** | 38138 |

## 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** | - | |