

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 *** | Report ID           |
| Jun 2-3, 2022     | Vermilion, AB | Meetings and Events                       |         | 364                   | 129           | 66       | 559       | 37711, 37792        |
| Jun 14-15, 2022   | Vermilion, AB | Meetings and Events                       |         | 364                   | 258           | 53       | 675       | 37753, 37873        |
| Jun 21 - 22, 2022 | Calgary, AB   | Advancing Women in Agriculture Conference |         | 139                   | 235           | 10       | 368 752   | 37808, 37873, 37609 |

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 |       |  | Expense   |
|--------|---------|----------|-------|--|-----------|
|        |         |          |       |  | Report ID |
| none   |         |          |       |  |           |
|        |         |          | Total |  | -         |