

McDonald, Tanya

Interim VP, Academic & Research

May-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						Expense
			Airfare	Other Transportation*	Accommodation	Meals **	Other ***	Report ID
May 18-19, 2022	Vermilion, AB	Meetings and Events		364	129	12	505	37639, 37792
May 24-27, 2022	Lloydminster, AB	Meetings and Events		415	426	117	958	37710, 37792

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	-