

Sumner, Todd  
VP, Academic & Research  
Apr-23

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
April, 2023	Lloydminster, AB	Meetings and events; 3 trips		197				197	39910
April 16 - 17/23	Lethbridge, AB	Lethbridge College, meeting		514	162	56		732	39910
20-Apr-23	Kitscoty, AB	VRRA meeting		39				39	39910

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
5-Apr-23	Coffee for meetings	n/a	38	39757
			Total	38