

**Altman, Georgina**

*VP, External Relations & Infrastructure*

**Feb-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

<u>Dates:</u>	<u>Destination</u>	<u>Purpose</u>	<u>Airfare</u>	<u>Other Transportation *</u>	<u>Accommodation</u>	<u>Meals **</u>	<u>Other ***</u>	<u>Total</u>	<u>Expense Report ID</u>
February, 2023	Vermilion, AB	Meetings and events; 9 trips						<b>591</b>	39353
8-Feb-23	Lloydminster, AB	Agri-Visions 2023 - Heart of the Farm Corporate Table					447	<b>447</b>	38355

**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).

<u>Dates:</u>	<u>Purpose</u>	<u>Location</u>	<u>Amount</u>	<u>Expense Report ID</u>
12-Feb-23	Coffee & water for meetings		102	38355
			<b>Total</b>	
			<b>102</b>	