

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 |
|------------|--------------------|------------------------------------|---------|------------------------|---------------|----------|-----------|-------|-------------------|
| June, 2023 | Vermilion, AB | Meetings and events; 6 trips | | 394 | | | | 394 | 40288 |
| 27-Jun-23 | Edmonton, AB | Facilities Management Presentation | | 218 | | | | 218 | 40288 |
| 29-Jun-23 | Drayton Valley, AB | Donor meeting | | 341 | 173 | | | 514 | 40288, 40399 |

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 | - |