

Sumner, Todd
VP, Academic & Research
May-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
May, 2023	Lloydminster, AB	Meetings and events; 5 trips		295				295	40139
2-May-23	Leduc, AB	Invest Alberta agriculture roundtable meeting		38				38	39910
5-May-23	Edmonton, AB	2023 Provincial Skills Canada Competition		39				39	39910
May 16-19/23	Saskatoon, SK	National Indigenous Spring Symposium		311	511	117	450	1,389	40139, 40251, 39912
28-May-23	Edmonton, AB	Alberta Fire Chiefs Association Conference 2023		39				39	40139

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	-