

Sumner, Todd

VP, Academic & Research

Oct-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>
October, 2023	Lloydminster, AB	Meetings and events; 4 trips						263	41103
10-Oct-23	Saskatoon, SK	SAO meeting			190	54		343	41103, 41145
26-Oct-23	St. Paul, AB	HUB meeting						92	41103
30-Oct-23	Edmonton, AB	Throne speech event						39	41103

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>
10-Oct-23	Tour/meeting with Innotech. 3 (Ex), 3 (Int)	Vermilion, AB	39	41102
			Total	
			39	