

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

Dates:	Destination	Purpose	Airfare	Other Transportation *	Accommodation	Meals **	Other ***	Total	Expense Report ID
October, 2023	Lloydminster, AB	Meetings and events; 4 trips		263				263	41103
10-Oct-23	Saskatoon, SK	SAO meeting		343	190	54		587	41103, 41145
26-Oct-23	St. Paul, AB	HUB meeting		92				92	41103
30-Oct-23	Edmonton, AB	Throne speech event		39				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).

Dates:	Purpose	Location	Amount	Expense Report ID
10-Oct-23	Tour/meeting with Innotech. 3 (Ex), 3 (Int)	Vermilion, AB	39	41102
			Total	39