

VP, External Relations & Infrastructure

1) Travel Expenses and 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

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	-	