

Sumner, Todd
VP, Academic & Research
Apr-24

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 |
|-------------------|------------------|----------------------------------|---------|------------------------|---------------|----------|-----------|-------|---------------------|
| April 2024 | Lloydminster, AB | Meetings & events; 3 trips | | 215 | | | | 215 | 42568 |
| April 22-23, 2024 | Edmonton, AB | Research Security Workshop | | 117 | | | | 117 | 42568 |
| April 28-May2/24 | Calgary, AB | CICan 2024 Connection Conference | | 568 | 1,073 | 126 | 1,295 | 3,062 | 41846, 42568, 42863 |

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 | - |