

Sumner, Todd
VP, Academic & Research
Feb-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
February 2024	Lloydminster, AB	Meetings and events; 2 trips						143	42138
Feb 9, 2024	Edmonton, AB	Meeting with NAIT, VPA						48	42138
February 20 - 22, 2024	Grande Prairie, AB	Growing the North Conference	333	218	379	113	499	1,542	41551, 42131, 42133

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	-