Lakeland College Expense Disclosure

Sumner, Todd

VP, Academic & Research

Jan-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
11-Jan-24	Nisku, AB	RDAR Research Showcase event		36				**36**	42200
15-Jan-24	Leduc, AB	ACOSAO dinner		39				**39**	42200
16-Jan-24	Nisku, AB	ACOSAO meetings		40				**40**	42200
18-Jan-24	Kitscoty, AB	VRRA meeting		42				**42**	42200
30-Jan-24	Lloydminster, AB	Meetings and events		72				**72**	42200

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
29-Jan-24	Coffee for meetings	n/a	26	41660
		Total	**26**	