

Sumner, Todd
VP, Academic & Research
Mar-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 |
|----------------|------------------|---|---------|------------------------|---------------|----------|-----------|-------|---------------------|
| March 2024 | Lloydminster, AB | Meetings & events; 4 trips | | 286 | | | | 286 | 42138, 42568 |
| March 10-13/24 | Las Vegas, NV | Indoor Ag-Con, The Largest Vertical Farming/Controlled Environment Agricultural Gathering | 728 | 203 | 354 | 159 | 961 | 2,405 | 41846, 42131, 42133 |
| 20-Mar-24 | Edmonton, AB | College of Alberta School Superintendents Society - 2024 Annual Learning Conference | 75 | 231 | | | | 306 | 41846, 42568 |

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 | - |