**Lakeland College Expense Disclosure**

**Smith, James**

*CFO*

**Feb-25**

## 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 2025 | Lloydminster, AB | Meetings and events; 3 trips | | 215 | | | | **215** | 44609 |
| Feb. 19-20/25 | Edmonton, AB | SBO meeting | | 183 | 199 | 40 | | **422** | 44609, 44898 |

## 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 |
|---|---|---|---|---|
| 3-Feb-25 | Coffee for meetings | n/a | 144 | 44504 |
| | | **Total** | **144** | |