

Sumner, Todd
VP, Academic & Research
Mar-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
March 2025	Lloydminster, AB	Meetings and events; 3 trips		215				215	45192
March 24-26, 2025	Calgary, AB	Clean Fuels Canada Summit 2025		162	379	95	874	1,510	44503, 45191, 45192

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	-