

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							Expense
			Airfare	Other Transportation *	Accommodation	Meals **	Other ***	Total	Report ID
August, 2019	Vermilion, AB	Meetings and events; 7 trips	410						33849
26-Aug-19	Ardrossan, AB	Meeting	11						34067
Aug 26 - 29, 2019	Decatur, Illinois, USA	Farm Progress Show	1,369	990	459	174	27	3,019	33849, 33882, 34054, 34067

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