

Sumner, Todd
VP, Academic & Research
Jul-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
July 2024	Lloydminster, AB	Meetings and events; 2 trips						143	43643
July 10 - 11, 2024	Calgary, AB	Attended the Western Crop Innovations - Saddle Up Lunch and the Ag & Agri-Food reception - Gathering for Growth. Also visited research sites in Airdrie, Lacombe and Edmonton.			348	64		412	43027, 43643

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
Jun27 & Jul24/24	Coffee for meetings	n/a	42	43191
			Total	42