

**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

<u>Dates:</u>	<u>Destination</u>	<u>Purpose</u>	<u>Airfare</u>	<u>Other Transportation *</u>	<u>Accommodation</u>	<u>Meals **</u>	<u>Other ***</u>	<u>Total</u>	<u>Expense Report ID</u>
March, 2020	Vermilion, AB	Meetings and events; 5 trips		293				<b>293</b>	35123
4-Mar-20	Edmonton, AB	Meeting with Alberta Advanced Education		225				<b>225</b>	35123
9-Mar-20	Lloydminster, AB	Open City Women in Business					25	<b>25</b>	35072
Mar 12 - 13, 2020	Calgary, AB	Senior Business Officer meeting	778	16	190			<b>984</b>	35073, 35185

**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).

<u>Dates:</u>	<u>Purpose</u>	<u>Location</u>	<u>Amount</u>	<u>Expense Report ID</u>
			<b>Total</b>	<b>-</b>