Expense

Report ID

Expense

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Total

Altman, Georgina

Dates:

Dates:

VP, External Relations & Infrastructure

Nov-19

1) Travel Expenses and Professional Development

Destination

Purpose

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

Purpose

*** "Other" includes conference and professional development registration fees, and other miscellaneous travel expenses

November, 2019	Vermilion, AB	Meetings and events; 10 trips	585	58	34484		
Nov 5 - 8, 2019	Banff, AB	Navigating the Pathway to Authentic Leadership		1,838 1,83	33717		
07-Nov-19	Edmonton, AB	Special meeting - provincial budget; COPPA, SAO, SBO	249	24	34484		
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).							

Other

Airfare Transportation *

Location

Accommodation Meals ** Other ***

Total	-

Amount