

Crowe, Michael

VP, Academic & Research

Nov-19

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
November, 2019	Lloydminster, AB	Meetings and events; 3 trips		176				176	34526
Nov 5 - 8, 2019	Banff, AB	Navigating the Pathway to Authentic Leadership					1,838	1,838	33772
Nov 7 - 8, 2019	Edmonton & Red Deer, AB	GOA meeting & Club Blue		313	221	10		544	34526
Nov 25 - 17, 2019	Calgary, AB	Meetings and Precision Ag Conference	345	312	337	84		1,078	34526, 34613

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	-