Expense

Total

Altman, Georgina

VP, External Relations & Infrastructure

Nov-21

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	Report ID
November, 2021	Vermilion, AB	Meetings and events; 8 trips	263				263	36871
							-	
2) Hospitality Expe	nses							
Lakeland College Policy pro	ovides for hosting expenses to be rein	nbursed for College business activity						
Business activity can include	de meetings with external parties(Ex)	and LC employees (Int).						
								Expense
Dates:	Purnose		Location				Amount	Report ID