

*VP, External Relations & Infrastructure*

### 1) Travel Expenses and 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

## 2) Hospitality Expenses

Business activity can include meetings with external parties(Ex) and LC employees (Int).

[illegible]