

VP, External Relations & Infrastructure

Oct-19

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

								Expense	
Dates:	Destination	Purpose	Airfare	Other Transportation *	Accommodation	Meals **	Other ***	Total	Report ID
October, 2019	Vermilion, AB	Meetings and events; 5 trips						293	34320

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).

[illegible]