

Sumner, Todd  
VP, Academic & Research  
Oct-24

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
Oct. 7 - 9, 2024	Saskatoon, SK	SAO meetings, Saskatchewan			364	122		486	43640, 43766
Oct. 17 - 18, 2024	Calgary, AB	SAO meetings, Alberta		325	396	108		829	43766, 43922
22-Oct-24	Lloydminster, AB	Meeting		72				72	43766
Oct. 25 - 26, 2024	Calgary, AB	Ag for Life Harvest Gala		356	126	37	308	827	43641, 43766, 43922
28-Oct-24	St.Paul, AB	Alberta HUB meeting		107				107	43766

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
25-Oct-24	Ag for Life Harvest Gala, table for 8; 2 (Ex), 6 (Int)	Calgary, AB	2,461	43641
			Total 2,461	