

Date: July 1, 2013 - September 30, 2013

1) Business 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. (Note: Mileage is reimbursed on a per KM basis at RRC)
- ** "Meals and Incidentals" at RRC are reimbursed on a per diem basis while on business travel
- *** "Other" includes conference and professional development registration fees and other miscellaneous business expenses.

Position	Dates	Destination	Purpose	Received Expenses				Non-Received			
				Airfare	Other Transportation*	Accommodation	Other***	Sub-total	Meals** & Incidentals	Other Transportation*	Sub-total
President	07/13/2013 - 07/20/2013	Vancouver Island, BC	National Executive Leadership Institute for Prospective Presidents	\$633.41				\$633.41	\$83.70		\$83.70
				\$633.41	\$0.00	\$0.00	\$0.00	\$633.41	\$83.70	\$0.00	\$83.70

2) Business Meetings and Working Session Expenses

Red River College Policy provides for hosting and working session expenses to be reimbursed for College business activity
Business activity can include meetings with external parties and RRC employees

Position	Dates	Destination	Purpose	Received Expenses				Non-Received		
				Airfare	Other Transportation	Accommodation	Other	Sub-total	Meals & Incidentals	Other Transportation

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Grand
Total
\$717.11
\$717.11

Grand
Total