

Date: January 1 - March 31, 2015

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, etc.
- ** "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	Receipted Expenses					Non-Receipted		Sub-total	Grand Total
				Airfare	Other Transportation*	Accommodation	Meals	Other***	Meals** & Incidentals	Other Transportation*		
										\$0.00	\$0.00	\$0.00
										\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00

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

- * "Community Relations" includes meetings with community members, Board of Directors that the President is a member, community partners
- ** "Leadership Development" includes meetings with consultants and partners that are part of helping RRC leadership.

Position	Dates	Destination	Purpose	Receipted Expenses					Non-Receipted		Sub-total	Grand Total
				Airfare	Other Transportation	Accommodation	Other	Meals & Incidentals	Other Transportation			
President	2/11/2015	Winnipeg	Parking - Community Partner Meeting		\$4.00					\$4.00	\$0.00	\$4.00
President	2/13/2015	Winnipeg	Parking - Employee communications sessions		\$5.00					\$5.00	\$0.00	\$5.00
President	2/13/2015	Winnipeg	Parking - Employee communications sessions		\$5.00					\$5.00	\$0.00	\$5.00
				\$0.00	\$14.00	\$0.00	\$0.00			\$14.00	\$0.00	\$14.00