

Wainwright-Stewart, Alice

President

Aug-18

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

<u>Dates:</u>	<u>Destination</u>	<u>Purpose</u>	<u>Airfare</u>	<u>Other Transportation *</u>	<u>Accommodation</u>	<u>Meals **</u>	<u>Other ***</u>	<u>Total</u>	<u>Expense Report ID</u>
8-Aug-18	Sherwood Park, AB	Lunch meeting with Public Board Member						162	31794
16-Aug-18	Spruce Grove, AB	Lunch meeting with Public Board Member						205	31794
20-Aug-18	Lloydminster, AB	Meeting						29	31794
30-Aug-18	Camrose, AB	Lunch meeting with Public Board Member						153	31794

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).

<u>Dates:</u>	<u>Purpose</u>	<u>Location</u>	<u>Amount</u>	<u>Expense Report ID</u>
08-Aug-18	Lunch meeting with Public Board Member. 1 (Ex)	Sherwood Park, AB	41	31654
15-Aug-18	Lunch meeting with Non Academic Staff Member. 1 (Int)	Vermilion, AB	47	31852
16-Aug-18	Lunch meeting with Public Board Member. 1 (Ex)	Spruce Grove, AB	39	31852
22-Aug-18	Lunch meeting with Student Board Member. 1 (Ex)	Lloydminster, AB	45	31852
30-Aug-18	Lunch meeting with Public Board Member. 1 (Ex)	Camrose, AB	27	31852
			Total	199