

Wainwright-Stewart, Alice

President

Oct-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

Dates:	Destination	Purpose	Airfare	Other Transportation *	Accommodation	Meals **	Other ***	Total	Expense
									Report ID
1-Oct-18	Grande Prairie, AB	Meeting with Grande Prairie Regional College President	345	195	278	45		863	31853, 32009, 32134
2-Oct-18	Lloydminster, AB	Presentation		29				29	32134
31-Oct-18	Hanna, AB	Meeting with Lethbridge College and Olds College Presidents to discuss Ag. Technology (TACT Meeting)				23		23	32134

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
02-Oct-18	Lunch meeting with Lloydminster Student's Association President. 1 (Ex)	Lloydminster, AB	24	32009
31-Oct-18	Lunch meeting with President, Lethbridge College. 1 (Ex) 2 (Int)	Hanna, AB	54	32280
			Total	78