

Wainwright-Stewart, Alice

President

Sep-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
5-Sep-18	Calgary, AB	ATCO Founders Classic at Spruce Meadows		473	173	66		712	31852, 31996
10-Sep-18	Nisku, AB	CCI Retreat		197				197	31996
19-Sep-18	Saskatoon, SK	Saskatchewan CEO meeting		303	170	23		496	31996, 32009
24-Sep-18	Vermilion, AB	Meeting		29				29	31996

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-Sep-18	Lunch meeting with Vermilion Student Association, President. 1 (Ex)	Vermilion, AB	44	32009
			Total	44