

Wainwright-Stewart, Alice

President

Feb-19

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
February, 2019	Lloydminster, AB	Meetings and events; 2 trips		59				59	32812
15-Feb-19	Edmonton, AB	Meeting with Fire Commissioner and CIP writer		185				185	32812, 32929

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
08-Feb-19	Lunch meeting with former Board member. 1 (Ex), 1 (Int)	Lloydminster, AB	49	32776
11-Feb-19	Lunch meeting with CAO, County of Vermilion River. 1 (Ex)	Lloydminster, AB	31	32776
12-Feb-19	Lunch meeting with MLA, Vermilion-Lloydminster Constituency. 1 (Ex)	Vermilion, AB	36	32776
15-Feb-19	Lunch meeting with Fire Commissioner. 1 (Ex), 1 (Int)	Edmonton, AB	65	32929
			Total	181