

Wainwright-Stewart, Alice

President

Jan-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
January, 2019	Lloydminster, AB	Meetings and events; 4 trips						117	32812
15-Jan-19	Edmonton, AB	Meetings with Advanced Education						216	32776, 32812
Jan 31 - Feb 1, 2019	Regina, SK	Public Sector Governance Training	586	280	320	76	1,890	3,152	32777, 32279, 32812

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
16-Jan-19	Lunch meeting with President, NorthWest College. 1 (Ex)	Vermilion, AB	35	32778
			Total	35