

Wainwright-Stewart, Alice

President

Mar-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
March, 2019	Lloydminster, AB	Meetings and events; 2 trips		59				59	33002
11-Mar-19	Red Deer, AB	Meeting with Red Deer College, President.		308				308	33002
13-Mar-19	Wainwright, AB	Meeting with East Central Catholic School Division, Principals and Superintendent.		56				56	33002
14-Mar-19	Wainwright, AB	Meeting with Town of Wainwright, Mayor and Economic Development Officer.		56				56	33002
15-Mar-19	Edmonton, AB	Meeting with Northern Lakes College, President.		193				193	33002, 33086
Mar 21 & 22, 2019	Nisku, AB	CCI and COPPOA Meetings.		221	313	23		557	33002, 33086
28-Mar-19	Edmonton, AB	Alberta School for the Deaf, met with students and faculty.		88				88	33002

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
14-Mar-19	Lunch meeting with Town of Wainwright, Mayor and Economic Development Officer. 2 (Ex) Officer. 2 (Ex)	Wainwright, AB	62	33086
15-Mar-19	Lunch meeting with Northern Lakes College, President. 1 (Ex)	Edmonton, AB	43	33086
			Total	105