

Wainwright-Stewart, Alice

President

May-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
03-May-19	Edmonton, AB	Meeting with Advanced Education Ministry		110				110	33329, 33429
May 5 - 7, 2019	Niagara Falls, ON	CICan Conference	392	266	879	120	1,100	2,757	32632, 32927, 33329, 33429
7-May-19	Killam, AB	Meeting		115				115	33429
9-May-19	Red Deer, AB	Meeting		316				316	33329, 33429
13-May-19	Nisku, AB	CCC Retreat Meeting		197				197	33429
24-May-19	Edmonton, AB	Meeting with Deputy Minster, Advanced Education		172			22	194	33540, 33429

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
17-May-19	Lunch meeting with Mayor, Vermilion. 1 (Ex)	Vermilion, AB	38	33540
27-May-19	Lunch meeting with Mayor, Lloydminster. 1 (Ex)	Lloydminster, AB	45	33540
			Total	83