

Wainwright-Stewart, Alice

President

Nov-22

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
Nov 15-16/22	Edmonton, AB	APSN Meetings for PSI Presidents		261	174			435	38604; 38936
18-Nov-22	Edmonton/St. Albert, AB	Meetings with Old Strathcona Market and Botanical Pantry		284				284	38604; 38936
Nov 28-Dec2/22	Ottawa, ON	CICan Board Meeting	1,196	89	1,386		550	3,221	38604; 38936; 38924

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
none			-	
			Total	-