

Wainwright-Stewart, Alice

President

Jun-23

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
13-Jun-23	Red Deer, AB	Meeting with Public Board Member						316	40301
21-Jun-23	Irma, AB	Meeting with Public Board Member						73	40301
27-Jun-23	Edmonton, AB	Facilities Management meeting						195	40644

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
13-Jun-23	Lunch meeting with Public Board Member; 1 (Ex)	Red Deer, AB	41	40234
14-Jun-23	Lunch meeting with Public Board Member; 1 (Ex)	Vermilion, AB	62	40557
21-Jun-23	Lunch meeting with Public Board Member; 1 (Ex)	Irma, AB	43	40557
			Total	146