

Wainwright-Stewart, Alice

President

Mar-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
1-Mar-23	St. Paul, AB	Alberta HUB meeting		101				101	39395
March 2 - 3, 2023	Edmonton, AB	Presidents' meeting		219	203			422	39395, 39612
6-Mar-23	Edmonton, AB	Talent Development Strategy Symposium		192			12	204	39395, 39612

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	-