

Wainwright-Stewart, Alice

President

Apr-24

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
April, 2024	Lloydminster, AB	Meetings and events; 2 trips		72				72	42460
15-Apr-24	Edmonton, AB	MLA Reception		218				218	42630, 42460
April 29 - May 1, 2024	Calgary, AB	CICan 2024 Connection Conference		535	774		1,380	2,689	41817, 42630, 42460

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
12-Apr-24/17-Apr-24	Gifts for Admin Assistants; 33 (Int)	n/a	501	42459, 42626
25-Apr-24	External Relations lunch meeting; 1 (Ex), 1 (Int)	Lloydminster, AB	77	42630
			Total	578