

Wainwright-Stewart, Alice

President

Dec-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
5-Dec-24	Edmonton, AB	Presidents Meeting with Deputy Minister Shannon Marchand						212	44327
11-Dec-24	Saskatoon, SK	Saskatchewan CEO Council meeting			198			198	44323

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
2-Dec-24	Lunch meeting with Executive Coordinator, External Relations and Infrastructure; 1 (Int)	Lloydminster, AB	46	44324
19-Dec-24	Lunch meeting with Lloydminster Mayor Aalbers; 1 (Ex)	Lloydminster, AB	44	44325
			Total	90