

Wainwright-Stewart, Alice

President

Mar-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
8-Mar-24	Edmonton, AB	Meeting with Chief of Staff, Minister of Education		8				8	42476
9-Mar-24	Red Deer, AB	CCAA Women's Volleyball Championship					17	17	42103
Mar 14-15/24	Banff, AB	Presidents' Meetings		663	276	51		990	42229, 42476
20-Mar-24	Edmonton, AB	College of Alberta School Superintendents - 2024 Annual Learning Conference		234			75	309	41817, 42229
25-Mar-24	Lloydminster, AB	Student Council Meeting		36				36	42229
26-Mar-24	St. Paul, AB	Alberta HUB Board Meeting		194				194	42229

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
27-Mar-24	Gifts for Athletic coaching team; 30 (Int)	n/a	1,063	42387
28-Mar-24	Lunch meeting with Superintendent, Buffalo Trails Public School Division; 1 (Ex)	Vermilion, AB	44	42476
Total			1,107	