

Wainwright-Stewart, Alice

President

Nov-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
Nov 18-21, 2024	Ottawa, ON	CICan Board meeting	991	106				1,097	43592, 44324
26-Nov-24	Edmonton, AB	President and Board Chair Reception at the Queen Elizabeth Building		236				236	44327, 44324
27-Nov-24	Edmonton, AB	Talent Development Symposium					126	126	43969
28-Nov-24	Edmonton, AB	Meeting with ADM Advanced Education, Fall Board Meeting & Deputy Minister's Reception		221			289	510	43969, 44327, 44324
29-Nov-24	Lloydminster, AB	Meeting		36				36	44327

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
1-Nov-24	Lunch meeting with Public Board member; 1 (Ex)	Innisfail, AB	35	43969
21-Nov-24	Coffee and water for meetings	n/a	42	44323
23-Nov-24	President's lunch meeting; 5 (Ex)	Edmonton, AB	223	44324
			Total	299