

Wainwright-Stewart, Alice

President

Aug-19

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						Expense
			Airfare	Other Transportation *	Accommodation	Meals **	Other ***	Report ID
Aug 13 - 14, 2019	Edmonton/Olds, AB	Meetings in Edmonton and at Olds College; attended AgSmart		348	179		158	33913, 33954, 33969
15-Aug-19	Vermilion, AB	Feast on the Farm		29				33913
16-Aug-19	Edmoton, AB	Meetings - Alberta Advanced Education and Alberta Innovates		190				33913, 33954
19-Aug-19	Lloydminster, AB	Meeting		29				33913

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			Expense
			Amount		Report ID
07-Aug-19	Lunch meeting with Senior Leadership Team. 2 (Int)	Lloydminster, AB		28	33845
13-Aug-19	Lunch meeting with Public Board Member. 1 (Ex)	Edmonton, AB		29	33912
15-Aug-19	Lunch meeting with Senior Leadership Team. 2 (Int)	Lloydminster, AB		35	34052
16-Aug-19	Lunch meeting with Alberta Innovates. 2 (Ex)	Edmonton, AB		72	33954
29-Aug-19	Lunch meeting with Board Chair. 1 (Ex)	Vermilion, AB		46	33954
			Total		210