

Wainwright-Stewart, Alice

President

Aug-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
7-Aug-24	Irma, AB	Meeting with public Board member						80	43264
28-Aug-24	Westlock/Spruce Grove, AB	Alumni visits and meeting with public Board member						309	43264

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-Aug-24	Lunch meeting with Town of Vermilion staff and council; 3 (Ex)	Vermilion, AB	111	43320
7-Aug-24	Lunch meeting with Public Board Member; 1 (Ex)	Irma, Ab	45	43320
26-Aug-24	Soft drinks for meetings	n/a	56	43371
			Total	212