

Wainwright-Stewart, Alice

President

Feb-20

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

<u>Dates:</u>	<u>Destination</u>	<u>Purpose</u>	<u>Airfare</u>	<u>Other Transportation *</u>	<u>Accommodation</u>	<u>Meals **</u>	<u>Other ***</u>	<u>Total</u>	<u>Expense Report ID</u>
14-Feb-20	Vegreville, AB	Meeting with MLA for Fort Saskatchewan-Vegreville		67				67	34968
19-Feb-20	Lloydminster, AB	Safe Space Training		29				29	34968

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).

<u>Dates:</u>	<u>Purpose</u>	<u>Location</u>	<u>Amount</u>	<u>Expense Report ID</u>
14-Feb-20	Afternoon meeting with MLA for Fort Saskatchewan-Vegreville	Vegreville, AB	17	35107
20-Feb-20	Lunch meeting with Mayor, Vermilion	Vermilion, AB	35	35107
21-Feb-20	Lunch meeting with Mayor, Lloydminster	Lloydminster, AB	37	35107
			Total	89