

Wainwright-Stewart, Alice

President

Jun-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
17-Jun-24	Edmonton, AB	Meeting with Presidents of NAIT and Portage		209				209	42728
19-Jun-24	Edmonton, AB	Attend Fairwell Reception for Bill Werry, APSN Executive Director and attend Presidents' meeting.		237	187			424	42728, 43021
26-Jun-24	St. Paul, AB	Alberta HUB meeting		106				106	42995

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
none				
			Total	-