

Wainwright-Stewart, Alice

President

May-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
8-May-24	Edmonton, Ab	Provincial Skills Competition		206				206	42460
May 14 - 15, 2024	Edmonton, Ab	College of Alberta School Superintendents - Trades and Technology Summit		221			300	521	42626, 42460, 42860
May 21 - 24, 2024	Moncton, NB	CICan Board Meeting/Conference		239		129		368	42460
30-May-24	Lloydminster, AB	President's Circle Tea		36				36	42728

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
15-May-24	Lunch meeting with Dean of University Transfer and Foundational Learning; 1 (Int)	Lloydminster, AB	53	42860
			Total	53