

Wainwright-Stewart, Alice

President

Nov-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	Airfare	Other Transportation *	Accommodation	Meals **	Other ***	Total	Expense Report ID
01-Nov-19	Calgary, AB	Meeting with Advanced Education		25				25	34425
Nov 5 - 8, 2019	Banff, AB	Navigating the Pathway to Authentic Leadership					1,838	1,838	33930
25-Nov-19	Edmonton, AB	Meeting with Assistant Deputy Minister and Fire Commissioner		194				194	34642, 34683
21-Nov-19	Lloydminster, AB	Meeting		29				29	34683

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
25-Nov-19	Lunch meeting with Fire Commissioner; 1 (Int), 1 (Ex)	Edmonton, AB	78	34642
			Total	78