

Wainwright-Stewart, Alice

President

Oct-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
28-Oct-19	Edmonton, AB	Meeting with Olds College				12		12	34198

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
03-Oct-19	Senior Leadership Team lunch meeting. 2 (Int)	Vermilion, AB	28	34229
07-Oct-19	Lunch meeting with Lloydminster MLA. 1 (Int)	Lloydminster, AB	38	34229
28-Oct-19	Breakfast meeting with Olds College. 2 (Ex), 1 (Int)	Edmonton, AB	166	34425
			Total	232