

Wainwright-Stewart, Alice

President

Oct-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
2-Oct-24	Edmonton, AB	President's meeting						13	43605
8-Oct-24	Edmonton, AB	Alberta Bureau for International Education (ABIE) meeting						230	43605, 43979
22-Oct-24	Lloydminster, AB	Meeting						36	43979
24-Oct-24	Fort Saskatchewan & Edmonton, AB	Meeting with MLA, Fort Saskatchewan-Vegreville; attended the U of A Alumni Awards						211	43979, 43969
31-Oct-24	n/a	Generative AI Deep-Dive: ChatGPT & Claude						276	43964

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	-