

Wainwright-Stewart, Alice

President

Sep-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 |
| 13-Sep-19 | Edmonton, AB | Meetings with Advanced Education Ministry and with Public Board Member | | 182 | | | | 182 | 34198, 34229 |
| 27-Sep-19 | Edmonton, AB | Meeting with Advanced Education Ministry | | 180 | | | | 180 | 34198, 34229 |

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 |
| 12-Sep-19 | Lunch meeting regarding riding arena; 1 (Ex) | Vermilion, AB | 40 | 34229 |
| | | | Total | 40 |