

Wainwright-Stewart, Alice

President

Sep-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
September, 2024	Lloydminster, AB	Meetings and events; 2 trips						72	43264
5-Sep-24	Edmonton, AB	President's meeting						212	43264

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
17-Sep-24	Lunch meeting with donor; 1 (Ex), 1 (Int)	Drayton Valley, AB	146	43605
27-Sep-24	Coffee for meetings	n/a	17	43592
			Total	162