



Guideline A1.09: Appendix C: Expense Disclosure Report- For Board Members

This report includes all expenses for the period including those paid by expense reimbursement, paid directly through use of a procurement card and those billed to the College by vendors. Expenses are allowed while Managers are on travel status, having meetings over meal times and for professional development purposes. Hospitality is allowed when external parties are involved for the purpose of fundraising, image or business promotion. Meals are also provided to students on travel status and to employees as part of a recognition event.

Disclosure of Claims for the period

January 1, 2016 to February 29, 2016

Date Expense Occurred	Location	Purpose	Travel Method/ Description Code		Meals for travel, Hospitality & Working Session			Lodging		D: Other Expenses	
			Travel Code/ Expense Amount	Expense Amount	Meal Recipient Codes (see above)	Meal Receipts	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount
Travel Method/ Description Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV- Fuel for College Vehicle											
Meals for travel, Hospitality & Working Session Meal Recipient Codes S- Self GO – Government Official BA – Business or Industry Partner ST – Student CE - College Employee/ Board member also on travel status CER – College Employee recognition event FRA – Fundraising event attendees BOG – Other Board Members											
Lodging PA – Private Accommodations											
D: Other Expenses Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc											
Lylan Allan											
Feb 18, 2016	Lac La Biche	Board Orientation	PVM	\$138.00						Stipend for travel	\$50
Ray Danyluk											
Jan14, 2016	Lac La Biche	Regular Board Meeting	PVM	\$140.76						Stipend for travel	\$50
Feb 18, 2016	Lac La Biche	Board orientation of new Board Faculty Member	PVM	\$140.76						Stipend for travel	\$50
Gayle Desmeules											
Jan14, 2016	Lac La Biche	Regular Board Meeting		Car pooled with Darren						Electronic Device	\$50
Meghan Eigler											
Jan 14, 2016	Lac La Biche	Regular Board Meeting	PVM	\$111.32						Stipend for travel	\$50
Leighton Grey											
Jan 14, 2016	Lac La Biche	Regular Board Meeting	PVM	\$143.52						Stipend for travel	\$50
Darren Pratch											
Jan 14,	Lac La Biche	Regular Board Meeting	CV	\$35.50							

2016											
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Roy Ripkens											
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Jan 7, 2016	Lac La Biche	Board Finance/Infrastructure/Risk Committee Meeting	PVM	\$50.60						Electronic Device	\$50
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Fran Stewart											
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Jan 14, 2016	Lac La Biche	Regular Board Meeting								Electronic Device	\$50
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