



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

This report includes all C 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

May 1, 2021 to June 30, 2021

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	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 <u>Meal Recipient Codes</u> 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												
Randolph Benson												
May 5, 2021	On-line	Meeting with Board Chair & President and new Faculty Board member orientation									Stipend for Electronic	\$50
June 2, 2021	On-line	Meeting with Board Chair & President									Stipend for Electronic	\$50
Floyd Thompson												
May 13, 2021	On-line	Regular Board meeting									Stipend for Electronic	\$50
June 10, 2021	On-line	Regular Board meeting									Stipend for Electronic	\$50
Vicki Schaeffer												
May 13, 2021	On-line	Regular Board Meeting									Stipend for Electronic	\$50
June 10, 2021	On-line	Regular Board Meeting									Stipend for Electronic	\$50