



## 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

July 1, 2020 to October 31, 2020

Date Expense Occurred	Location	Purpose	Travel Method/ Description Code		Meals for travel, Hospitality & Working Session			Lodging		D: Other Expenses	
			A - Airfare	RC - Rental Charges	Meal Recipient Codes	Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount		
<b>Travel Method/ Description Code</b> A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV- Fuel for College Vehicle											
<b>Meals for travel, Hospitality &amp; Working Session</b> <b>Meal Recipient Codes</b> 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											
<b>Lodging</b> PA – Private Accommodations											
<b>D: Other Expenses</b> Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc											
Date Expense Occurred	Location	Purpose	Travel Code/ Expense Amount	Recipient Code(s) (see above)	Meal Receipts	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount	
<b>Randolph Benson</b>											
July, 2020	On-line	Meetings with MLA’s, PSI Collaborations, & President							Stipend for Electronic	\$50	
Sept 10, 2020	On-line	Regular Board Meeting							Stipend for Electronic	\$50	
Oct 22, 2020	On-line	Regular Board Meeting							Stipend for Electronic	\$50	
<b>Parrish Tung</b>											
Sept 10, 2020	On-line	Regular Board Meeting							Stipend for Electronic	\$50	
Oct 22, 2020	On-line	Regular Board Meeting							Stipend for Electronic	\$50	
<b>Chris Best</b>											
Sept 10, 2020	On-line	Regular Board Meeting							Stipend for Electronic	\$50	
Oct 22, 2020	On-line	Regular Board Meeting							Stipend for Electronic	\$50	
<b>Vicki Schaeffer</b>											
Sept 10, 2020	On-line	Regular Board Meeting							Stipend for Electronic	\$50	

<b>John Orr</b>											
Sept 10, 2020	On-line	Regular Board Meeting								Stipend for Electronic	\$50
Oct 22, 2020	On-line	Regular Board Meeting								Stipend for Electronic	\$50

<b>Pamela Cameron</b>											
Sept 10, 2020	On-line	Regular Board Meeting								Stipend for Electronic	\$50
Oct 22, 2020	On-line	Regular Board Meeting								Stipend for Electronic	\$50