



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

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 : **June and July 2013**

Date Expense Occurred	Location	Purpose	Travel Code/ Expense Amount	Meals for Travel, Hospitality & Working Session			Lodging		D: Other Expenses		
				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											
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.											
Trent Keough, President and CEO											
28-May-13	Edmonton	Campus Alberta Meeting			S	\$ 29.28		\$ 340.24		Parking	\$ 29.00
29-May-13	Calgary	Canadian Institution for Pipeline Safety Conference			S, CE	\$ 123.67		809.95		Incidentals	\$ 16.70
										Parking	\$ 55.20
14-Jun-13	Edmonton	Alberta Legislative meeting with the Deputy Minister of Enterprise and Advanced Education; Alberta Rural Development Network	PVM	190.92			\$ 20.00				
17-Jun-13	San Diego	Society for College and University Planning Annual International Conference	A	905.76							
18-Jun-13	Lac La Biche	Working lunch with Stuart Leitch and Marderé Birkill			S, CE	\$ 51.10					
20-Jun-13	Edmonton	Portage College Food Sciences Meeting	PVM	\$ 212.85	S, CE	\$ 33.55	\$ 9.00				
25-Jun-13	Edmonton	Pipeline Training Centre Meeting	PVM	\$ 211.56							
Nancy Broadbent, Vice President College and Student Services											
27-May-13	Edmonton	Agency Governance Secretariat-Developing a Code of Conduct						\$ 171.81		Parking	\$ 6.50
4-Jun-13	Vegreville	Vegreville Community Advisory Committee Meeting	PVM	\$ 187.48				\$ 35.00		Per diem	\$ 8.00
10-Jun-13	Edmonton	Senior Business Officers Meeting	PVM	\$ 189.20				\$ 35.00		Public Transport	\$ 32.00
21-Jun-13	Hylo	Student Services and Colleges Manager's Retreat						\$ 100.00			
26-Jun-13	Lac La Biche	Working lunch for AUPE Negotiations			S, BA	\$ 24.89					
Marderé Birkill, Vice President Academics											



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31-May-13	Penticton	Association of Canadian Community Colleges Conference	PVM	\$ 215.00	S, BA	\$ 195.00		\$ 376.05		Public Transport \$ 5.01
										Rental \$ 388.72
										Parking \$ 128.10
1-Jun-09	Edmonton	Senior Academic Officer Meeting	PVM	\$ 189.20	S, BA	\$ 117.00				
10-Jun-13	Edmonton	Meeting with Enterprise and Advanced Education			S, GO	\$ 59.09		\$ 331.72		Parking \$ 12.50
										Public Transport \$ 6.90
20-Jun-13	Lac La Biche	Dean's Planning Day						\$ 120.23		
20-Jun-13	Lac La Biche	Board of Governor's Meeting			S	\$ 146.37		\$ 121.23		
24-Jun-13	Toronto	Bcoaching for Managers & Directors Conference								Public Transport \$ 59.75

Tracy Boyde, Vice President Infrastructure and Technology

24-Jun-13	Edmonton	Defaco Technologies; Government Official; Longview Systems			CE	\$ 41.34				\$ 67.80
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Stuart Leitch, Director Community and Training Initiatives

16-May-13	Frog Lake	Meeting with Frog Lake Council; Meeting in Bonnyville	PVM	\$ 215.43						
17-May-13	Boyle	Meeting at Boyle Heavy Equipment Operator Site	PVM	\$ 28.81						
28-May-13	Calgary	Pipeline Training Safety Conference			S	\$ 153.78		\$ 286.29		Public Transport \$ 45.00
										Per Diem \$ 16.00