



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 : July 1, 2016 to August 31, 2016

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| Travel Method/ Description Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - 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. |
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| 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 |
|-----------------------|----------|---------|-------------|----------------|-------------------------------|---------------|-----------------|----------------|--------------------------------|----------------|--------|
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| Trent Keough - President and CEO | | | | | | | | | | | |
|---|--------------|--------------|-------------|----------------|-------------------------------|---------------|-----------------|----------------|--------------------------------|---------------------|-----------|
| 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 |
| July 3-14, 2016 | Lac La Biche | Vehical Feul | CV | \$ 241.31 | | | | | | Vehical Maintenance | \$ 6.80 |
| July 9, 2016 | St. Paul | | | | | | | | | Sympathy Flowers | \$ 84.00 |
| Aug 2-12, 2016 | Lac La Biche | Vehical Feul | CV | \$ 171.44 | | | | | | Vehical Maintenance | \$ 226.55 |
| Aug 8, 2016 | Lac La Biche | | | | S, CE | \$ 30.33 | | | | Amazon Novels | \$ 107.12 |
| Aug 11, 2016 | | | | | | | | | | Marketing Prints | \$ 339.90 |
| Aug 25, 2016 | | | | | | | | | | Amazon Novels | \$ 990.43 |
| Aug 26, 2016 | | | | | | | | | | Board Retreat | \$ 300.37 |

| Nancy Broadbent - Vice President of Academics | | | | | | | | | | |
|--|---------|------------------|-----|-----------|--|--|--|--|--|--|
| Aug 17-19, 2016 | Calgary | SAO Subcommittee | PMV | \$ 472.88 | | | | | | |
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| Beverley Moghrabi - Associate Vice President of Student Services/Registrar | | | | | | | | | | | |
|---|--------------|------------------------|----|----------|--|--|--|--|--|-------------------------|-----------|
| July 14, 2016 | Lac La Biche | Annual Gold Tournament | | | | | | | | Ice for Golf tournament | \$ 83.15 |
| July 17, 2016 | Cold Lake | Meetings | CV | \$ 34.00 | | | | | | | |
| Aug 31, 2016 | Lac La Biche | Canoefest | | | | | | | | Tent Fees | \$ 260.00 |
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| Dale Mountain - Chief Financial Officer | | | | | | | | | | | |
|--|----------|--------------|----|----------|----|---------|--|--|--|-------------------------------|-----------|
| July 5, 2016 | Edmonton | | | | | | | | | | |
| July 6, 2016 | St. Paul | Vending Trip | CV | \$ 71.27 | \$ | \$ 7.26 | | | | Vehical Maintenance | \$ 12.00 |
| August 5, 2016 | Boyle | Gas | CV | \$ 13.99 | | | | | | | |
| Aug 8, 2016 | | | | | | | | | | Grill Material | \$ 302.40 |
| Aug 9-15, 2016 | | | | | | | | | | Logos | \$ 173.43 |
| Aug 14, 2016 | | | | | | | | | | Cleaning Supplies | \$ 44.86 |
| Aug 15, 2016 | | | | | | | | | | Gift Supplies - Grand Opening | \$ 607.30 |

| Guy Gervais - Associate Vice President of Academics | | | | | | | | | | | |
|--|--------------|----------------------|----|----------|--|--|--|--|--|-----------------|----------|
| Aug 24, 2016 | Lac La Biche | Faculty Negotiations | CV | \$ 30.75 | | | | | | Car Maintenance | \$ 10.00 |
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| Carrie Froehler - Director of Human Resources | | | | | | | | | | | |
|--|-----------|---------------------------|-----|----------|-------|----------|--|--|--|----------|-----------|
| July 12, 2016 | St. Paul | Meetings | | | S | \$ 8.78 | | | | | |
| | | | PVM | \$ 37.65 | | | | | | | |
| Aug 26- 28, 2016 | Cold Lake | Interviews / Welcome Back | CV | \$ 77.68 | S, CE | \$ 44.98 | | | | Supplies | \$ 339.88 |
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| Tracy Boyde, Vice President Infrastructure and Technology | | | | | | | | | | | |
|--|----------|---------------------|-------|----------|--|--|--|--|--|-----------------------|-----------|
| July 1, 2016 | Online | Business Continuity | | | | | | | | Registration | \$ 268.74 |
| July 5, 2016 | St. Paul | Vending Trip | S, CE | \$ 31.47 | | | | | | | |
| July 14, 2016 | | | | | | | | | | PMI Registration | \$ 222.28 |
| July 18, 2016 | | | | | | | | | | Educause Registration | \$ 749.45 |
| August 8, 2016 | | | | | | | | | | Publishing for Grill | \$ 32.29 |