



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 : Mar 1 - Apr 30, 2017 Expense Disclosure Report

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.

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											
Mar 6	Nisku	Rural Homelessness Conf.								Registration	\$ 133.11
Mar 9	St. P	St. P Campus Meeting	CV	\$ 75.56							
Mar 12 - 15	San Fran	Innovation Conference	CV	\$ 65.25	S	\$ 167.25				Transportation	\$ 125.00
			A	\$ 631.51				\$ 1,497.85		Travel Material	\$ 18.43
March 17-18	St. P	Annual Culinary Arts	CV	\$ 143.20						Maintenance	\$ 161.46
Mar 21-22	Edmonton	Tuition Review Mtg.	CV	\$ 70.20	S	\$ 69.38		\$ 264.43			
Mar 26 - 31	Florida	Chair Academy	A	\$ 26.25	S	\$ 227.61		\$ 1,076.15		Transportation	\$ 180.86
April 3	Lac La Biche	Reg Gas Fill	CV	\$ 85.93							

Dale Mountain - Chief Financial Officer											
April 5	Edmonton	AUPE	CV	\$ 45.07						Parking	\$ 9.00

Guy Gervais - Associate Vice President of Academics											
Mar 1	St. Paul	Various meetings	CV	\$ 60.75	S	\$ 11.00					
Mar 2	St. Paul	Various meetings			S	\$ 11.00					
Mar 6	St. Paul	PPRC & Various Meetings	CV	\$ 67.88	S	\$ 11.00					
Mar 7	Lac La Biche	EC Meetings	CV	\$ 57.00	S	\$ 11.00					
Mar 9	St. Paul	Various Meetins	CV	\$ 33.00						Car Wash	\$ 9.45
Mar 10	Lac La Biche	PD Day	PVM	\$ 138.00							
Mar 13	St. Paul	Various meetings			S	\$ 11.00					
Mar 14	Lac La Biche	Operations / Various Mtgs	CV	\$ 56.20	S	\$ 11.00				Car Wash	\$ 9.45
Mar 16	St. Paul	Various meetings	CV	\$ 27.20	S	\$ 11.00				Car Wash	\$ 10.00
Mar 21	Lac La Biche	EC Meetings			S	\$ 11.00					

