



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 : January 1, 2018 - February 28, 2018 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.
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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
Jan 4/18	Cold Lake	Travel to Cold Lake Campus to teach English Class	CV	\$ 90.25							
Jan 8/18	Cold Lake	Meeting with MLA Piquette at Athabasca Constituency Office	CV	\$ 70.17	S/CE	\$ 40.36					
Jan 10/18	St. Paul	Regional Staff Meeting	CV	\$ 40.28						windhsield wiper fluid	\$ 4.50
Jan 12/18	Cold Lake	Meet with City of Cold Lake Mayor and CAO	CV	\$ 135.11	S/CE/BA	\$ 58.41					
Jan 29/18	Lac La Biche	Regular Fill	CV	\$ 96.74	S						
Jan 31/18	Calgary	Motion 2018 - Norton Rose Fulbright	A/CV	\$ 330.02		\$ 82.52		\$ 303.13		Taxi Parking Airport	\$ 148.11

Feb 2/18	Cold Lake	Collaboration Lunch Meeting with Lakeland College			S/CE/BA	\$ 130.10					
Feb 8/18	Lac La Biche	Regular Fill	CV	\$ 92.96							
Feb 22/18	Lac La Biche	Meeting with Town and MD of St. Paul	CV	\$ 90.17							

Nancy Broadbent - Vice President of Academics											
Jan 10/18	St. Paul/Bonnyville	Regional Staff Meeting & NEAAI	PVM	\$ 149.92							
Jan 25-26/18	Calgary	SAO Meetng	A/PVM	\$ 458.86			\$ 298.72		baggage	\$ 52.50	
Feb 7/18	St. Paul	Program Staff meeting	PVM	\$ 118.68							

Beverley Moghrabi - Associate Vice President of Student Services/Registrar											
Jan 10-12/18	Edmonton	SSSO Meeting			S		\$ 67.00	\$ 239.04		Per Diem	\$ 8.00

Guy Gervais - Associate Vice President of Academics											
Jan 17/18	Lac La Biche	Meetings	CV	\$ 39.00							
Jan 24/18	Lac La Biche	Meetings	CV	\$ 38.00							
Feb 2/18	Lac La Biche	Meetings	CV	\$ 77.00							
Feb 6/18	Lac La Biche	Meetings	CV	\$ 71.52						Car Wash	\$ 9.45

Feb 14/18	Lac La Biche	Meetings	CV	\$ 42.75							
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Tracy Boyde, Vice President Infrastructure and Technology											
Jan 12/18	Lac La Biche	Working Lunch			S/CE	\$ 59.15					
Jan 22/18	Cold Lake	Regional Staff Meeting	CV	\$ 36.01						Car Wash	\$ 9.00
Jan 25/18		ISACA Annual Membership								Membership	\$ 203.26
Feb 2/18	Cold Lake	Collaboration Lunch Meeting with Lakeland College	CV	\$ 39.63							

Carrie Froehler, Director Human Resources											
Jan 10/18	St. Paul	Regional Staff Meeting	CV	\$ 32.01						Car Wash	\$ 14.00
Jan 18/18	Edmonton	HRO Meeting	CV	\$ 67.66				\$ 148.24		Car Wash	\$ 14.00
Jan 30/18	Edmonton	Benefits Meeting						\$ 167.71			