



**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 : May 1, 2018 - June 30, 2018 Expense Disclosure Report**

<b>Travel Method/ Description Code</b> A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - 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>Nancy Broadbent - Interim President &amp; CEO</b>											
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
May 1/18	St. Paul	St. Paul Campus Meeting	PVM	\$ 63.02							
May 9/18	St. Paul	Community Advisory Meeting	PVM	\$ 126.04							
May 29/18	Cold Lake	JCC Meeting						\$ 129.70			
May 30/18	Boyle	Community Advisory Meeting	CV	\$ 88.65							
June 4/18	Boyle/Athabasca	Mayor & Northern Lakes College Meetings					\$ 11.00				
June 5/18	Boyle	MLA Meeting	CV	\$ 75.22						Car Wash	\$ 14.00
June 7/18	Fishing Lake Metis Settlement	50th Event - Fishing Lake BBQ	CV	\$ 84.92							

June 19 - 20/18	Saddle Lake Cree Nation Fishing Lake Metis Settlement Edmonton	50th Event- Saddle Lake BBQ Fishing Lake Grand Opening CICAN Strategic Planning	PVM	\$ 363.40				\$ 166.82			
-----------------	--	---	-----	-----------	--	--	--	-----------	--	--	--

<b>Beverley Moghrabi - Associate Vice President of Student Services/Registrar</b>											
June 11/18	St. Paul	Meeting	CV	\$ 35.00							
June 14-15/18	Edmonton	APAS Meeting	PVM	\$ 253.00			\$ 47.00	\$ 272.09		per diem	\$ 8.00
June 18/18	Cold Lake	Meeting				\$ 16.61					

<b>Guy Gervais - Vice President of Academics</b>											
May 2/18	Lac La Biche	Meetings	CV	\$ 74.20							
May 7/18	Lac La Biche	Meetings	CV	\$ 47.70							
May 8/18	Lac La Biche	Meetings	CV	\$ 62.00							
May 9/18	St. Paul	Staff Meeting	RC	\$ 21.00							
May 22-23/18	Lac La Biche	Meetings	CV	\$ 61.50						Car Wash	\$ 9.45
May 24/18	Lac La Biche & St. Paul	Meetings	CV	\$ 34.00							
May 30/18	Lac La Biche	CSW Advisory Meeting	CV	\$ 42.01						Car Wash	\$ 9.45
June 1/18	Lac La Biche	Convocation	CV	\$ 42.00							
June 4-5/18	Atinabasca/Lac La Biche	Meetings	CV	\$ 60.02		\$ 13.43				Car Wash	\$ 9.45
June 12/18	Lac La Biche	Meetings	CV	\$ 83.01						Car Wash	\$ 9.45

<b>Tracy Boyde, Vice President Infrastructure and Technology</b>											
May 1/18	Saddle Lake First Nations	Meeting	CV	\$ 24.00						Car Wash	\$ 10.00
May 9/18	Edmonton	Project Meeting			S/CE	\$ 49.64				Car Wash	\$ 10.00
June 4/18	Edmonton	AAHEIT Meeting								Parking	\$ 10.00

<b>Carrie Froehler, Director Human Resources</b>											
May 17/18	Edmonton	Meeting	PVM	\$ 202.40			\$ 30.00			Parking	\$ 20.00
May22-25/18	Banff	HRO's Meeting	PVM	\$ 582.36	\$	\$ 36.54	\$ 76.00	\$ 610.95		Registration	\$ 834.75
June 27-28/18	Edmonton	Pension Meeting					\$ 49.00	\$ 370.50			