



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 : November 1, 2017 - December 31, 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.
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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
November 1/17	Edmonton	ARDN AGM	CV	\$ 84.46	S	\$ 15.21					
Nov 23-24/17	Calgary	Industry meetings and COPPOA meeting	A/CV	\$ 671.12	S/CE/BA	\$ 233.31		\$ 446.83		Taxi/Parking	\$ 306.06
Nov 29/17	Edmonton	ARDN Meeting	CV	\$ 50.12	S/CE/BA	\$ 74.34		210.78			
Nov 29 Dec 1/17	Edmonton	Regular Board Mtg & Board Retreat	CV	\$ 82.12	S/CE	\$ 55.76	9343.96*	4848.6*		AV Rental/	485.63*
Dec 6/17	St. Paul	Economic Development & Trade ADM tour St. Paul Campus	CV	\$ 44.68							
Dec 8/17	St. Paul	Meeting at the St. Paul Campus	CV	\$ 70.93							

Dec 19/17	St. Paul	Meeting with MLA Henson & Faculty Reps	CV	\$ 63.32	S/CE	\$ 83.01					
Nov 1-Dec 31/17		Regular Gas Fill	CV	229.69							

**Note: food , hotel and AV Rental cost are for Board Retreat - includes all Board members and College Administration that attend the the Board Retreat*

Nancy Broadbent - Vice President of Academics											
November 2/17	Edmonton	Indigenous Initiatives Mtg						\$ 166.82			

Beverly Moghrabi - Associate Vice President of Student Services/Registrar											
Nov 6-10, 2017	Lethbridge	Sexual Violence Training			S		\$ 52.00			Per Diem & Taxi	\$ 52.00
Nov 30 - Dec 1/17	Edmonton	Board Retreat								Per Diem	\$ 8.00
Dec 7/17	Cold Lake	Interviews			S	\$ 11.96					

Dale Mountain - Chief Financial Officer											
Nov 29, 30, Dec 1, 2017	Edmonton	Board Meeting & Board Retreat - hotel and meals charged to coperate account	CV	\$ 89.52							
Dec 14, 2017	Edmonton	Advanced Education Pre-Budget Meeting	CV	\$ 59.07	S	\$ 8.18				Parking	\$ 28.00

Guy Gervais - Associate Vice President of Academics											
Nov 8, 2017	Lac La Biche	Meetings	CV	\$ 46.15							

Nov 22, 2017	Lac La Biche	Meetings	CV	\$ 47.10							
Nov 29, 2017	Lac La Biche	Meetings	CV	\$ 40.01						Car Wash	\$ 9.45
Nov 30 - Dec 1/17	Edmonton	Board Retreat			S	\$ 18.89					
Dec 12, 2017	Lac La Biche	Coordinator Mtg			S	\$ 11.00					
Dec 20, 2017	Lac La Biche	NRT Move to NRT Building	CV	\$ 40.01						Car Wash	\$ 9.45

Tracy Boyde, Vice President Infrastructure and Technology											
Nov3, 2017	Cold Lake/Frog Lake	Campus Tours			S/CE/BOG	\$ 75.50					
Nov 22, 2017	Edmonton	Share IT Meeting			S/CE	\$ 43.34					
Nov 30 - Dec 1/17	Edmonton	Board Retreat			S	\$ 23.14					
Dec 6, 2017	Frog Lake/Boyle	Meetings	CV	\$ 175.13						Car Wash	\$ 9.00

Carrie Froehler, Director Human Resources											
Nov 6-10, 2017	Lethbridge	Sexual Violence Training			S/CE	\$ 476.92		\$ 484.76			
Nov 29-Dec 1/17	Edmonton	Labour Law Conference & Board Retreat						\$ 426.75		Registration	\$ 834.75