



**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, 2019 - June 30, 2019 Expense Disclosure Report**

|  |  |   |   |
|--|--|---|---|
| <b>Travel Method/ Description Code</b><br>A - Airfare<br>RC - Rental Charges<br>PVM - Personal Vehicle Mileage<br>CV - College Vehicle | <b>Meals for Travel, Hospitality &amp; Working Session</b><br><b>Meal Recipient Codes</b><br>S- Self<br>GO – Government Official<br>BA – Business or Industry Partner<br>ST – Student<br>CE - College Employee/ Board member also on travel status<br>CER – College Employee recognition event<br>FRA – Fundraising event attendees<br>BOG – Other Board Members | <b>Lodging</b><br>PA - Private Accommodations | <b>D: Other Expenses</b><br>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> |            |                                      |    |           |          |           |  |  |  |                     |                    |
|--|------------|--------------------------------------|----|-----------|----------|-----------|--|--|--|---------------------|--------------------|
| May 1, 2019  | Edmonton   | Stantec Meeting                      | CV | \$ 90.59  |          |           |  |  |  | Car Wash<br>Parking | \$16.00<br>\$30.00 |
| May 13, 2019   | Edmonton   | CCC Spring Retreat                   | CV | \$ 122.79 |          |           |  |  |  | Car Wash            | \$ 16.00           |
| May 16, 2019   | Cold Lake  | Community Advisory Committee Meeting | CV | \$ 94.97  | S/BA/BOG | \$ 136.44 |  |  |  | Car Wash            | \$ 16.00           |
| May 27, 2019   | Boyle      | Community Advisory Committee Meeting |    |           | S/BA/BOG | \$ 137.03 |  |  |  |                     |                    |
| June 10, 2019  | Bonnyville | NSLD and Town of Bonnyville Meeting  | CV | \$ 39.08  | S/CE     | \$ 34.99  |  |  |  | Car Wash            | \$ 14.00           |
| June 20, 2019  | Cold Lake  | City of Cold Lake Meeting            |    |           | S/CE     | \$ 30.54  |  |  |  |                     |                    |

|               |           |                                |    |           |  |  |          |           |  |          |          |
|---------------|-----------|--------------------------------|----|-----------|--|--|----------|-----------|--|----------|----------|
| June 21, 2019 | Calgary   | COPPOA Meeting                 | CV | \$ 167.27 |  |  | \$ 19.00 | \$ 307.05 |  |          |          |
| June 26, 2019 | Frog Lake | Frog Lake First Nation meeting | CV | \$ 64.06  |  |  |          |           |  | Car Wash | \$ 16.00 |

|  |              |   |     |           |   |  |          |  |          |                      |                   |
|--|--------------|---|-----|-----------|---|--|----------|--|----------|----------------------|-------------------|
| <b>Guy Gervais - Vice President of Academics</b> |              |   |     |           |   |  |          |  |          |                      |                   |
| May 3, 2019                                      | Lac La Biche | Various Meetings                            | CV  | \$ 41.25  |   |  |          |  |          |                      |                   |
| May 7, 2019                                      | Lac La Biche | Various Meetings                            | CV  | \$ 37.55  |   |  |          |  |          |                      |                   |
| May 9, 2019                                      | Lac La Biche | Various Meetings                            | CV  | \$ 77.45  | S |  | \$ 30.00 |  |          |                      |                   |
| May 14-15, 2019                                  | Lac La Biche | Various Meetings                            | PVM | \$ 138.00 | S |  | \$ 20.00 |  | \$ 35.00 | Per Diem             | \$ 8.00           |
| May 21-24, 2019                                  | Lac La Biche | Various Meetings                            | CV  | \$ 76.45  | S |  | \$ 20.00 |  | \$ 35.00 | Per Diem<br>Car Wash | \$8.00<br>\$11.50 |
| May 30, 2019                                     | Lac La Biche | Various Meetings                            | CV  | \$ 37.30  |   |  |          |  |          |                      |                   |
| June 4-7, 2019                                   | Lac La Biche | Various Meetings & College Convocation 2019 | CV  | \$ 107.00 | S |  | \$ 11.00 |  |          | Car Wash             | \$ 11.50          |
| June 12-13, 2019                                 | Lac La Biche | Various Meetings                            | CV  | \$ 35.00  | S |  | \$ 31.00 |  |          | Per Diem<br>Car Wash | \$8.00<br>\$11.50 |
| June 17-19, 2019                                 | Lac La Biche | Various Meetings                            | CV  | \$ 102.10 | S |  | \$ 30.00 |  |          |                      |                   |

|  |          |                                 |     |           |   |  |          |           |  |          |         |
|--|----------|---------------------------------|-----|-----------|---|--|----------|-----------|--|----------|---------|
| <b>Bev Moghrabi, Associate Vice President Student Services &amp; Registrar</b> |          |                                 |     |           |   |  |          |           |  |          |         |
| June 28, 2019  | Edmonton | APAS Steering Committee Meeting | PVM | \$ 253.00 | S |  | \$ 28.00 | \$ 212.19 |  | Per diem | \$ 8.00 |

| <b>Carrie Froehler, Director Human Resources</b> |              |   |    |           |       |           |  |           |  |                   |
|--|--------------|---|----|-----------|-------|-----------|--|-----------|--|-------------------|
| May 7-9 2019                                     | Banff        | HRO Provincial Meeting                    | RC | \$ 459.70 | S     | \$ 10.49  |  | \$ 630.93 |  |                   |
| May 27, 2019                                     | Cold Lake    | Negotiations                              | CV | \$ 36.01  |       |           |  |           |  | Car Wash \$ 12.00 |
| May 28, 2019                                     | Cold Lake    | Voyage into Restorative Practice Workshop |    |           | S/CE  | \$ 169.58 |  |           |  |                   |
| May 29, 2019                                     | Edmonton     | PBCO Workshop                             |    |           |       |           |  | \$ 144.82 |  |                   |
| June 9-10, 2019                                  | Edmonton     | Negotiations                              |    |           | S/CE  | \$ 60.38  |  | \$ 435.16 |  | Car Wash \$ 12.00 |
| June 19-20, 2019                                 | Lac La Biche | Voyage into Restorative Practice Workshop |    |           | S/C E | \$ 938.86 |  | \$ 211.94 |  |                   |