



**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 : March 1, 2020 - April 30, 2020 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> <u>Meal Recipient Codes</u> 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
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<b>Nancy Broadbent - President &amp; CEO</b>											
March 4-6, 2020	Vegreville	Local to Global Forum 2020	CV	\$ 89.90				\$ 185.30		Registration	\$ 133.63
March 9, 2020	Buffalo Lake Metis Settlement	Pathways Meeting	CV	\$ 49.61						Window Washer Fluid Car Wash	\$ 5.76 \$ 14.00
March 13, 2020	Edmonton	COPPOA Meeting at Airport Hotel	CV	\$ 61.65				\$ 257.09		Car Wash	\$ 14.00

<b>Guy Gervais - Vice President of Academics</b>											
March 3, 2020	Lac La Biche	Meetings	CV	\$ 33.40							
March 12, 2020	Lac La Biche	Board Meeting	CV	\$ 74.50						Car Wash	\$ 11.00

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<b>Cynthia Quintal - Manager Finance</b>											
April 30, 2020										CPA Annual Fees	\$ 609.00