



**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, 2020 - February 29, 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> <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.
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Date Expense Occurred	Location	Purpose	Travel Code	Expense Amount	Recipient Code(s) (see above)	Meal Receipts	Meal Allowances	Hotel Reciepts	Allowances PA (see code above)	Describe Other	Amount
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<b>Nancy Broadbent - President &amp; CEO</b>											
January 9, 2020	St. Paul	St. Paul Regional Staff meeting	CV	\$ 99.16	S/CE	\$ 21.38					
January 14, 2020		Harvard Business Review								Membership	\$ 254.76
January 20, 2020	Cold Lake	Cold Lake Regional Staff meeting and City of Cold Lake meeting	CV	\$ 75.91						Window Washer Fluid Car Wash	\$ 5.76 \$ 16.00
January 30, 2020	Frog Lake First Nations	Partnership meeting with Chief and Council	CV	\$ 101.80						Car Wash	\$ 13.00

<b>Guy Gervais - Vice President of Academics</b>											
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January 9, 2020	St. Paul	St Paul Regional Staff Meeting	CV	\$ 70.25							
January 22, 2020	Lac La Biche	Executive Committee Meeting	CV	\$ 46.10							
January 23, 2020	Calgary	SAO Meeting	CV/A	\$ 327.26	S	\$ 61.90		\$ 319.98		Baggage Car Wash	\$ 63.00 \$ 11.50
February 4, 2020	Lac La Biche	Executive Committee Meeting	CV	\$ 70.20						Car Wash	\$ 11.50
February 11, 2020	Lac La Biche	Executive Committee Meeting	CV	\$ 57.25						Car Wash	\$ 11.50
February 26, 2020	Lac La Biche	Deans Council Meeting	CV	\$ 42.70							\$ 11.50

<b>Carrie Froehler, Vice President People, Planning, and PR</b>											
January 22, 2020	Edmonton	PBCO Training							\$ 185.25		

<b>Bev Moghrabi, Vice President Student and College Services</b>											
January 24, 2020	Edmonton	Performance Measures Meeting	PVM	\$ 100.28	S	\$ 20.80		\$ 145.50			