



**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, 2020 - December 31, 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.
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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
<b>Nancy Broadbent - President &amp; CEO</b>											
December 3 & 17, 2020	On-Line	PD - Facilitating Listening Circles								Registration	\$ 450.00
<b>Carrie Froehler - Vice President, People, Planning &amp; Public Relations</b>											
December 3 & 17, 2020	On-Line	PD - Facilitating Listening Circles								Registration	\$ 450.00
<b>Bev Moghrabi - Vice President, Student &amp; College Services</b>											
December 3 & 17, 2020	On-Line	PD - Facilitating Listening Circles								Registration	\$ 450.00