



Guideline F.2.8 : Appendix D: 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. Meal receipt reimbursement is allowed for Hospitality & Working Sessions.

Disclosure of Claims for the period: July 1, 2022 to October 31, 2022 Expense Disclosure Report

| Date Expense Occurred | Location | Purpose | Travel Code/ Expense Amount | Meals for travel, Hospitality & Working Session | | | Lodging | | D: Other Expenses | |
|--|---------------------|---|-----------------------------|---|---|-----------------|----------------|--------------------------------|----------------------|----------|
| | | | | Meal Receipt Codes | Meal Receipts Only for Hosting & Working Sessions | Meal Allowances | Hotel Receipts | Allowances PA (see code above) | Describe Other | Amount |
| Travel Method/ Discription Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle | | | | | | | | | | |
| 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 | | | | | | | | | | |
| PA - Private Accommodations Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc | | | | | | | | | | |
| Nancy Broadbent | | | | | | | | | | |
| 14-Jul-22 | St. Paul | St. Paul Jr. Canadiens Alumni Foundaton Meeting | CV \$ 87.91 | | | | | | Car Wash | \$ 18.00 |
| August 22 - 23, 2022 | Edmonton | CCC Presidents Meeting | PVM \$ 200.56 | S | | \$ 20.75 | | PA | | \$ 35.00 |
| 28-Sep-22 | | Metis Crossing Presentation to RIN | CV \$ 142.00 | | | | | | | |
| September 29 - October 1, 2022 | St. Paul/Frog Lake | Staff Welcome Back, National Truth & Rec. Day, and Frog Lake Voyageur exibition Day | CV \$ 146.00 | S/CE | | \$ 83.00 | \$ 144.82 | | per diem Car Wash | \$ 16 |
| 5-Oct-22 | St. Paul | HUB Meeting | CV \$ 100.00 | | | | | | Car Wash | \$ 18.00 |
| 12-Oct-22 | Bonnyville | Town of Bonnyville Meeting | CV \$ 104.32 | | | | | | | |
| Carrie Froehler | | | | | | | | | | |
| 1-Jul-22 | Cold Lake | Worked the Cold Lake Parade | CV \$ 104.48 | | | | | | | |
| 25-Aug-22 | Cold Lake/ St. Paul | St. Paul Campus Student Orientation/ Wrap Up with | CV \$ 72.03 | S/CE | \$ 113.37 | | | | Car Wash | \$ 18.00 |
| 6-Sep-22 | St. Paul | Canadiens Alumni Meeting - Working Sesson | | S/CE | \$ 77.34 | | | | | |
| Sept 28-30, 2022 | St. Paul | Welcome Back Day Set Up & Event | | S/CE | \$ 170.89 | \$ 23.20 | \$ 289.64 | | | |
| 4-Oct-22 | Lac La Biche | Field to Fork Event | CV \$ 13.93 | | | | | | | |
| Cynthia Quintal | | | | | | | | | | |
| 29-Sep-22 | St. Paul | Welcome Back Day | PVM \$ 197.80 | | | | \$ 158.75 | | | |