

**Guideline A1.09: Appendix C: Expense Disclosure Report- For Board Members**

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**
**October 1, 2012 to November 30, 2012**

Date Expense Occurred	Location	Purpose	Travel Method/ Expense Description	Meals for travel, Hospitality & Working Session			Lodging		D: Other Expenses	
				Meal Recipient Codes	Receipts	Allowances	Receipts	Allowances	Describe Other	Amount
				<b>Describe Travel</b> Airfare, Personal Vehicle Mileage, Rental Charges  <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>D: Other Expenses</b> Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc	

**Brydon Ward – Board Chair**

Oct 2-3	Calgary	Alberta Association of College and Technical Institute Conference	Personal Vehicle	S		\$223.60			Taxi	\$45.00
										\$23.00
Nov 14	Edmonton	Rupertsland Institution Event Hotel for Self	Personal Vehicle	S		\$189.20	\$257.11		Travel Stipend	\$50.00

**Richard Coleman – 2<sup>nd</sup> Deputy Chair**

Nov 2	Lac La Biche	Board Planning/Academic Programs Meeting	Personal Vehicle	S		\$187.48			Travel Stipend	\$50.00
Nov 15	Edmonton	Meeting with Vegreville MLA	Personal Vehicle	S		\$94.60			Travel Stipend	\$50.00

**Roy Ripkens**

Oct 18	Lac La Biche	Regular Board Meeting	Personal Vehicle	S		\$111.80			Travel Stipend	\$50.00
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**Darrell Younghans**

Oct 16	Lac La Biche	New Board Member Orientation	Personal Vehicle	S		\$161.68			Travel Stipend	\$50.00
Oct 18	Lac La Biche	Regular Board Meeting	Personal Vehicle	S		\$161.68			Travel Stipend	\$50.00