

## **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

## November 1, 2013 to Decemberr 31, 2013

Date Expense	Location	Purpose	Travel Method/ Description Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage  Travel Code/ Expense	Meals for travel, Hospitality & Working Session  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 Recipient Meal Receipts Meal			Lodging  PA – Private Accommodations  Hotel Allowances		D: Other Expenses Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc  Describe Other Amount	
Occurred	Location	T dipose	Amount	Code(s) (see above)	Wedi Neccipis	Allowances	Receipts	PA (see code above)	Describe Offici	Amount
Richard (	Coleman									
Nov 22, 2013	Lac La Biche	Board Gala	PVM \$187.48						Stipend for travel	\$50
Dec 4, 2013	Edmonton	Regular Board Meeting	PVM \$94.60				\$133.46		Stipend for travel Incidentals	\$50 \$8
Dec 5 & 6, 2013	Edmonton	Board Retreat	PVM				\$133.46		Incidentals Taxi	\$8 \$10
Stan Delo	rme									
Dec 4, 2013	Edmonton	Regular Board Meeting	PVM \$172.00				\$133.46		Stipend for travel Incidentals	\$50 \$8
Dec 5 & 6, 2013	Edmonton	Board Retreat	PVM				\$133.46			
Fran Stev	vart									
Dec 4, 2013	Edmonton	Regular Board Meeting	PVM \$219.13				\$106.77		Stipend for travel Incidentals	\$50 \$8
Dec 5 & 6, 2013	Edmonton	Board Retreat	PVM				\$106.77		Incidentals	\$8
Roy Ripk	ens									
Nov 7, 2013	Edmonton	Meeting with Minister EAE	PVM \$219.30	S		\$9.00		\$35	Stipend for travel & electronic device	\$100
Nov 14, 2013	Lac La Biche	New Board Member Orientation	PVM 111.80							

Dec 4, 2013	Edmonton	Regular Board Meeting	PVM	\$219.13				\$35	Stipend for travel & electronic device Incidentals	\$100 \$8	
Dec 5 &	Edmonton	Board Retreat	PVM					\$35	Incidentals	\$8	
6, 2013									Parking	\$20	
Darryl Shott											
Nov 14, 2013	Lac La Biche	New Board Member Orientation	PVM	\$43							
Darrell Younghans											
Dec 4,	Edmonton	Regular Board Meeting	PVM	\$236.50				\$133.46	Stipend for travel	\$50	
2013									Incidentals	\$8	
Dec 5 & 6, 2013	Edmonton	Board Retreat	PVM					\$133.46	Incidentals	\$8	