

## **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

January 1, 2015 to February 28, 2015

			Travel Method/ Description Code	Meals for travel, Hospitality & Working Session			Lodging		D: Other Expenses Incidentals, phone, internet, faxes, parking, per	
		A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV- Fuel for 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			PA – Private Accommodations		diem, baggage, public transport, laundry, membership etc		
Date Expense Occurred	Location	Purpose	Travel Code/ Expense Amount	Recipient Code(s) (see above)	r Board Members  Meal Receipts	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount
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Ray Dany		I	¢122.00		1	1			T	1 4 7 0
January 15, 2015	Lac La Biche	Regular Board Meeting	PVM \$132.00						Stipend for travel	\$50
January 14, 2015	Edmonton	Meeting with Ministers	PVM \$203.00	S		\$19			Stipend for travel	\$50
January 30, 2015	Lac La Biche	Space Utilization Meeting with Lac La Biche County and Northern Lights School Division	PVM \$132.00	S		\$11			Stipend for travel	\$50
February 23, 2015	Lac La Biche	Human Resources Adhoc Board Sub-Committee meeting	PVM \$132.00						Stipend for travel	\$50
Gayle Des	smeules									
January 15 2015	Lac La Biche	Regular Board Meeting	PVM \$117.82						Stipend for travel	\$50
Roy Ripk	ens									
January 8, 2015	Lac La Biche	Finance/Infrastructure/Risk Board Sub-Committee meeting	PVM \$111.80						Stipend for travel	\$50
January 15 2015	Lac La Biche	Regular Board Meeting	PVM \$111.80						Stipend for travel	\$50
Darrell Y	ounghans									
January 8, 2015	Lac La Biche	Finance/Infrastructure/Risk Board Sub-Committee meeting	PVM \$175.44	S/BOG		38.00			Stipend for travel	\$50
January 15, 2015	Lac La Biche	Regular Board Meeting	PVM 175.44						Stipend for travel	\$50

Pratch, Darren											
January 8, 2015	Lac La Biche	Finance/Infrastructure/Risk Board Sub-Committee meeting	CV	63.10							
Darryl Shott											
January 15, 2015	Lac La Biche	Regular Board Meeting	PVM	\$43.00					Stipend for travel	\$50	
Michelle Wright											
January 15, 2015	Lac La Biche	Regular Board Meeting	PVM	45.15					Stipend for travel	\$50	