



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, 2015 to December 31, 2015

Date Expense Occurred	Location	Purpose	Travel Method/ Description Code		Meals for travel, Hospitality & Working Session			Lodging		D: Other Expenses	
			Travel Code/ Expense Amount	Expense Amount	Meal Recipient Codes	Meal Receipts	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount
Ray Danyluk A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV- Fuel for College Vehicle 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											
Nov 30 & Dec 1, 2015	Calgary	Meetings with Industry	PVM	\$473				\$58	\$341.90		Stipend for travel \$50
Dec 2, 3, 4, 2015	Edmonton	Meeting with Advanced Education Deputy Minister. Regular Board Meeting and Board Retreat	PVM	\$271.12							Stipend for travel \$50 Incidentals \$16
Gayle Desmeules											
Dec 2, 3,4, 2015	Edmonton	Regular Board Meeting & Board Retreat	PVM	\$191.36							Stipend for travel \$50 Electronic Device \$50 Incidentals \$16
Stan Delorme											
Dec 2 & 3, 2015	Edmonton	Regular Board Meeting & Board Retreat (1 day)	PVM	\$184.00							Stipend for travel \$50 Incidentals \$8
Meghan Eigler											
Dec 2, 3, 4, 2015	Edmonton	Regular Board Meeting & Board Retreat	PVM	\$271.40							Stipend for travel \$50
Darryl Shott											
Dec 2, 3, 4, 2015	Edmonton	Regular Board Meeting & Board Retreat	PVM	\$165.60							Stipend for travel \$50 Incidentals \$16

Darren Pratch											
Dec 2,3,4, 2015	Edmonton	Regular Board Meeting & Board Retreat	CV	\$74.00						Incidentals	\$16

Roy Ripkens											
Dec 2,3,4, 2015	Edmonton	Regular Board Meeting & Board Retreat	PVM	\$219.30					\$35	Stipend for travel Electronic Device	\$50 \$50

Fran Stewart											
Dec 2,3,4, 2015	Edmonton	Regular Board Meeting & Board Retreat	PVM	\$239.20						Stipend for travel Electronic Device Incidentals	\$50 \$50 \$16