



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

This report includes all C 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, 2018 to February 28, 2018

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
Travel Method/ Description Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV- Fuel for College Vehicle											
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											
Lodging PA – Private Accommodations											
D: Other Expenses Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc											
Randolph Benson											
Jan 31, 2018	Lac La Biche	Board HR Adhoc Committee Meeting								Electronic Device	\$50
Feb 8, 2018	Lac La Biche	Regular Board Meeting								Electronic Device	\$50
Darren Pratch											
Jan 11, 2018	Lac La Biche	Regular Board Meeting	PVM	\$112.24						Stipend for Travel	\$50
Michelle, Wright											
Jan 11, 2018	Lac La Biche	Regular Board Meeting	PVM	\$92.00							
Parrish Tung											
Jan 4, 2018	Lac La Biche	Board HR Adhoc Committee and Board Finance/ Infrastructure/Risk Committee Meetings	PVM	\$161.00						Stipend for travel	\$50
Jan 31, 2018	Lac La Biche	Board HR Adhoc Committee Meeting	PVM	\$161.00						Stipend for travel	\$50
Feb 8, 2018	Lac La Biche	Regular Board Meeting	PVM	\$161.00							
Doug Furgason											
Feb 8, 2018	Lac La Biche	Board Orientation and Regular Board Meeting	PVM	\$112.24						Stipend for Travel	\$50

John Orr											
Feb 8, 2018	Lac La Biche	Regular Board Meeting	PVM	\$126.96						Stipend for Travel Electronic Device	\$50 \$50