

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

November 1, 2017 to December 31, 2017

		Disclosure of Claims for the period		November 1, 2017 to December 31, 2017									
			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			
Date Expense Occurred	Location	Purpose		Travel Code/ Expense Amount		Recipient Meal Receipts Code(s) (see above)		Hotel Allowances Receipts PA (see code above)		Describe Other	Amount		
Randolph	Benson												
Nov 16, 2017	Lac La Biche	Public Board Member Orientation and Planning/Academic/Student Services Board Committee								Electronic Device	\$50		
Nov 29, 30 to Dec 1, 2017	Edmonton	Regular Board Meeting and Board Retreat – hotel and meals on corporate account	PVM	\$197.80						Stipend for Travel Electronic Device	\$50 \$50		
Donna W	ebster												
Nov 29, 2017	Edmonton	Regular Board Meeting	PVM	\$101.20									
Nov 30 to Dec 1, 2017	Edmonton	Board Retreat – hotel and meals on corporate account	PVM	\$101.20						Stipend for Travel	\$50		
Darren P	ratch												
Nov 29, 30 to Dec 1, 2017	Edmonton	Regular Board Meeting and Board Retreat – hotel and meals on corporate account	PVM	\$192.28						Stipend for Travel	\$50		
Michelle,	Wright												
Nov 29, 30 to Dec 1, 2017	Edmonton	Regular Board Meeting and Board Retreat – hotel and meals on corporate account	PVM	\$103.96	S	\$26.40							

Elizabeth	Munroe											
Nov 29, 30 to Dec 1, 2017	Edmonton	Regular Board Meeting and Board Retreat – hotel and meals on corporate account	PVM	\$143.52				Stipend for tra	/el	\$50		
Parrish Tung												
Nov 3, 2017	Cold Lake & Frog Lake	New Member tour of College Campuses	PVM	\$50.60				Stipend for tra	vel	\$50		
Nov 29, 30 to Dec 1, 2017	Edmonton	Regular Board Meeting and Board Retreat – hotel and meals on corporate account	PVM	\$230.00				Stipend for tra	/el	\$50		
Lyla Allar	Lyla Allan											
Nov 29, 30 to Dec 1, 2017	Edmonton	Regular Board Meeting and Board Retreat – hotel and meals on corporate account	PVM	\$288.88								
John Orr												
Nov 16, 2017	Lac La Biche	Public Board Member Orientation	PVM	\$126.96				Stipend for Tra	vel	\$50		
Nov 29, 30 to Dec 1, 2017	Edmonton	Regular Board Meeting and Board Retreat – hotel and meals on corporate account	PVM	\$243.80	S		\$11.00	Stipend for Tra Electronic Dev		\$50 \$50		