



## 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

**July 1, 2018 to August 31, 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	
<b>Travel Method/ Description Code</b> A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV- Fuel for College Vehicle <b>Meals for travel, Hospitality &amp; Working Session</b> <u>Meal Recipient Codes</u> 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												
<b>D: Other Expenses</b> Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc												
<b>Randolph Benson</b>												
July 5, 2018	Lac La Biche	HR Consultant Meeting									Electronic Device	\$50
August 29, 2018	Lac La Biche	Board HR Adhoc Committee Meeting									Electronic Device	\$50
<b>Michelle, Wright</b>												
August 29, 2018	Lac La Biche	Board HR Adhoc Committee Meeting	PVM	\$106.72								
<b>Parrish Tung</b>												
August 29, 2018	Lac La Biche	Board HR Adhoc Committee Meeting	PVM	\$161.00							Stipend for Travel	\$50
											Stipend for Electronic	\$50