

## 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.

Meal receipt reimbursement is allowed for Hospitality & Working Sessions.

Disclosure of Claims for the period January 1, 2022 to February 28, 2022

			Descrip A - Airfare RC - Rental PVM - Persor Mileag	Travel Method/ Description Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - 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	Recipient Code(s) (see above)	Travel Expense Amount	Recipient Code(s) (see above)	Meal Receipts Meal Only for Hosting & Allowances Working Sessions	Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount	
Randolph	Benson					<u>'</u>	1				
January 5, 2022	On-Line	Board Chair/President Meeting							Stipend for Electronic	\$50	
February 2, 2022	On-Line	Boar Chair/President Meeting							Stipend for Electronic	\$50	
Floyd The	ompson										
January 13, 2022	On-Line	Board Meeting							Stipend for Electronic	\$50	
Brian Ru	dyk										
February 1, 2022	Cold Lake	Tour of the Cold Lake Campus	PVM	\$225.40	S	\$11.00			Stipend for Travel	\$50	
February 15, 2022	St. Paul	Tour of the St. Paul Campus	PVM	\$197.80	S	\$11.00			Stipend for Travel	\$50	
Ruth Isle	v										
January 11, 2022	Frog Lake	Frog Lake Campus Tour	PVM	\$61.64					Stipend for Travel	\$50	
February 1, 2022	Cold Lake	Tour of the Cold Lake Campus	PVM	\$46.00					Stipend for Travel	\$50	
February 15, 2022	St. Paul	Tour of the St. Paul Campus	PVM	\$61.64					Stipend for Travel	\$50	