

## 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 July 1, 2022 - October 31, 2022

			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 Only for Hosting & Working Sessions	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount
Randolph	Benson										
August 25 2022	Lac La Biche	Chair and President Meeting								Stipend for Electronic	\$50
Sept 8, 2022	Edmonton	Stakeholder Roundtable, with Minister, Board Chairs & Presidents	PVM	\$103.04	S		\$41.55			Stipend for Travel Parking	\$50 \$35
October 6, 2022	Lac La Biche	Finance/Infrastructure/Risk Sub Committee and Chair and President meeting								Stipend for Electronic	\$50
Ron Youn	ng										
Sept 8, 2022	Lac La Biche	Regular Board Meeting	PVM	\$142.60							
October 20, 2022	Lac La Biche	Regular Board Meeting	PVM	\$142.60							
Doug Fur	gason										
Sept 8, 2022	Lac La Biche	Regular Board Meeting	CV	\$43.01							
Brian Ruc	dyk										
Sept 8, 2022	Lac La Biche	Regular Board Meeting	PVM	\$92						Stipend for Travel	\$50
October 20, 2022	Lac La Biche	Regular Board Meeting	PVM	\$92						Stipend for Travel	\$50

Linda Sal	llstrom									
October 20, 2022	On-line	Regular Board Meeting					Stipend for Electronic	\$50		
Kaylee Weigett										
Sept 8, 2022	Lac La Biche	Regular Board Meeting					Stipend for Electronic	\$50		
October 20, 2022	Lac La Biche	Regular Board Meeting					Stipend for Electronic	\$50		
Donna W	ebster									
Sept 8, 2022	Lac La Biche	Regular Board Meeting					Stipend for Electronic	\$50		