



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: September 1 - October 31, 2023

Date Expense Occurred	Location	Purpose	Travel Method/ Description Code		Meals for travel, Hospitality & Working Session			Lodging		D: Other Expenses	
			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
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											
Randolph Benson											
Nov. 29, 2023	Edmonton, AB	Regular Board Meeting					\$32.35			Device Stipend – Nov. 2023	\$50.00
Nov. 30, 2023	Edmonton, AB	Board Retreat								Per Diem	\$8.00
Dec. 1, 2023	Edmonton, AB	Board Retreat								Device Stipend – Dec. 2023	\$50.00
										Per Diem	\$8.00
Ron Young											
Nov. 29, 2023	Edmonton, AB	Regular Board Meeting	PVM	\$138.00			\$20.75			Device Stipend – Nov. 2023	\$50.00
										Travel Stipend	\$50.00
Nov. 30, 2023	Edmonton, AB	Board Retreat								Per Diem	\$8.00
Dec. 1, 2023	Edmonton, AB	Board Retreat	PVM	\$138.00						Device Stipend – Dec. 2023	\$50.00
										Per Diem	\$8.00
Doug Furgason											
Nov. 29, 2023	Edmonton, AB	Regular Board Meeting					\$20.75				
Nov. 30, 2023	Edmonton, AB	Board Retreat								Per Diem	\$8.00

