



Guideline F2.08: Appendix D: Expense Disclosure Report- For Executive Committee 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.

Disclosure of Claims for the period October 1, 2012 to November 30, 2012

			Describe Travel Airfare, Personal Vehicle Mileage, Rental Charges	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			Lodging		D: Other Expenses Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc	
Date Expense Occurred	Location	Purpose	Travel Method/ Expense Description	Recipient Code(s) (see above)	Receipted	Allowances	Receipted	Allowances	Describe Other	Amount
Dr. Trent Keough, President and CEO										
Oct 2-4	Calgary	Alberta Association of College and Technical Institute Conference	Airfare	S & CE		\$548.36	\$19.00	\$564.18	Per Diem	\$8.00
		Flight and Rooms for Self and one Board Member	Meals	S		\$24.60			Taxi	\$119.90
									Parking	\$65.60
Oct 10-11	Olds	Alberta Rural Development Network Annual General Meeting & Conference	Meals	S		\$19.40	\$19.00	\$269.42	Per Diem	\$8.00
Oct 27-30	Calgary	International, Director Course at University of Calgary	Meals	S		\$15.47	\$57.00	\$441.63	Per Diem	\$24.00
									Taxi	\$88.20
									Parking	\$76.80
Nov 2	Lac La Biche	Working lunch with Three Board Members	Meals	S & CE		\$67.40				
Nov 14	Edmonton	Rupert’s Land Function- Two Dinner Tickets	Meals	S& CE					Per Diem	\$8.00
									Tickets	\$200.00
									Parking	\$55.00
Nov 15	Edmonton	Meeting with MLA Fort Saskatchewan -Vegreville	Meals	S		\$10.00	\$19.00	\$238.11	Parking	\$16.00
									Taxi	\$24.60
Nov 25-27	Calgary	Alberta Association of Colleges and Technical Institutes and Industry Innovation Meetings	Airfare	S		\$321.56				
			Meals	S		\$19.00				

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Nancy Broadbent, Vice President Student and College Services										
Oct 3-5	Calgary	Senior Business Officer Meeting of the Colleges and Technical Institutions	Personal Vehicle Meals	S S		\$442.04 \$38.00		\$70.00		
Oct 19	St Paul	Meeting with Rural Alberta Development Fund regarding Food Processor Grant.	Personal Vehicle	S		\$117.82				
Oct 19	St Paul	Cheque presentation – St Paul Crisis Association. Lunch for Self and Manager Public Relations.	Meals	S, CE	\$28.95					

Mardere Birkill, Vice President Academic										
Oct 2	St Paul	Staff Meeting	Personal Vehicle	S		\$103.20				
Oct 4	Edmonton	Meeting with Enterprise and Advanced Education	Personal Vehicle	S		\$202.10			Parking	\$10.00
Oct 21-23	Lac La Biche	Hotel Rooms for College Preparation Advisory Committee Auditors		BA			\$518.84			
Nov 14-17	Edmonton	Senior Academic Officer Meeting of the Colleges and Technical Institutions Hotel For Self and Assistant.	Meals	S & CE	\$6.37	\$20.00	\$457.96		Per Diem Taxi	\$16.00 \$24.06
Nov 25-26	Edmonton	Health Collaboration Meeting	Personal Vehicle	S		\$189.20			Per Diem	\$8.00
Nov 27		Chocolates - Gifts for Staff Recognition		CE					Other	\$381.87
Nov 28	St Paul	Program Advisory Committee Meeting	Personal Vehicle	S		\$107.50				

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Stuart Leitch – Director Community and Industry Training Initiatives										
Oct 4	Calgary	Meeting with Access Pipeline	Personal Vehicle Meals	S		\$195.22 \$30.00				
Oct 12	Boyle	Heavy Equipment Operator Instructor Orientation	Personal Vehicle	S		\$28.81				
Oct 17	Boyle	Pipeline Trends and Technology Alberta Rural Development Network Event	Personal Vehicle Meals	S		\$28.81 \$30.00				
Oct 19	Edmonton	Arrow West – Excavator Parts	Personal Vehicle Meals	S		\$195.22 \$11.00				
Oct 23	Bonnyville	Petroleum Pathway Meeting	Meals	S, BA, CE	\$52.86					
Oct 25	Boyle	Director’s Meeting with Industry	Personal Vehicle	S		\$24.08				
Oct 31	Edmonton	Meeting with Minister Alberta Seniors regarding the Campus of Continuing Care for Boyle.	Personal Vehicle	S		\$168.56			Parking	\$8.00
Nov 7	Westaskiwin	Meeting with Hobbema - Samson Band regarding programming.	Personal Vehicle Meals	S		\$245.10 \$11.00				
Nov 8	Calgary	Meeting with Industry regarding programming	Airfare	S	\$389.81					
Nov 26	Edmonton	Meeting with Industry regarding programming		S					Parking	\$10.00