



Guideline A1.09: Appendix C: Expense Disclosure Report- For Executive

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 : March 1, 2016 to April 30, 2016

			Travel Method/ Description Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle		Meals for Travel, Hospitality & Working Session <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			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	Travel Code/ Expense Amount		Recipient Code (s) (see above)	Meal Receipts	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount
Trent Keough, President and CEO											
Feb 29-Mar 3/16	Toronto	Romans's Customer Focus	A	\$ 656.31	S	\$ 208.09		\$ 1,249.26		Taxi	\$ 248.90
			CV	\$ 66.39	S CE BA	\$ 798.71				Parking	\$ 235.70
Mar 20-25/16	San Antonio	Chair Academy	A	\$ 750.85	S CE	\$ 109.85		\$ 835.92		Taxi	\$ 81.31
										Registration	\$ 689.24
Mar 17-18/16	Edmonton	CCI President Meeting & COPPOA Meeting	CV	\$ 86.43	S	\$ 56.60		145.77		Parking	\$ 33.95
Mar 19/16	Lac La Biche	Round Dance Volunteers			S FRA	\$ 137.14					
Mar 20-26/16	San Antonio	25th International Leadership Conference	A	\$ 46.08	S CE	\$ 619.84		\$ 458.02		Taxi	\$ 385.75
										Incidentals	\$ 24.53
										Parking	\$ 175.00
Apr 2 16	Lac La Biche	Meetings	CV	\$ 127.09							
Apr 8 2016	Edmonton	Sports and Education Auction								Other	\$ 461.89
Apr 12 2016	Edmonton	MLA Meetings	CV	\$ 149.50	S	\$ 9.95					
Apr 22 2016	Vegreville	AB Hub, RoundTable, MLS's & Municipality			S	\$ 5.95					
Nancy Broadbent, Vice President Academics											
Apr 16-22/16	Toronto	Negotiations	A	\$ 1,128.55							

Bev Moghrabi, Associate Vice-President Student Services/Registrar											
Feb 29-Mar 3/16	Toronto	Rotmans's Customer Focus	A	\$ 673.31						Taxi	\$ 84.75
			CV	\$ 35.00						Parking	\$ 66.75

Dale Mountain, Chief Financial Officer											
March 18/16	St.Paul	Meetings		CV	\$ 19.00						
April 26-27/16	Edmonton	SBO Meeting		CV	\$ 157.84	S	\$ 21.50		\$ 217.76		
Carrie Froehler, Director Human Resources											
April 16 - 22 16	Kingston, ON.	Negotiation Skills		A	\$ 1,143.25	S CE	\$ 199.43		1232.22		Taxi \$ 29.55
											Membership \$ 65.00
April 26-27/16	Edmonton	Support Appreciation									Miscellaneous \$ 327.80
April 24-24/16	Calgary	Services Mtg. Lawyer		PVM	\$ 244.26						
Guy Gervais, Associate Vice President of Academics					o						
Mar 4 2016	Lac La Biche	OA and AT Advisory Meeting		CV	\$ 23.00						
Mar 8 2016	Lac La Biche	Operations & Enterprise Risk		CV	\$ 39.00	S	\$ 11.00				
Mar 15 2016	Lac La Biche	Meetings				S	\$ 11.00				
Mar 17-20 2016	Calgary	Deans of Business		PVM	\$ 136.75	S	\$ 93.90		\$ 272.53		Taxi \$ 35.62
April 1 2016	St. Paul	ATEP Meeting				S	\$ 11.00				
April 5 2016	Lac La Biche	Meetings		CV	\$ 57.80	S	\$ 11.00				
April 12 2016	Lac La Biche	OC and DC Meeting				S	\$ 30.00				
April 13 2016	Lac La Biche	Meetings		CV	\$ 29.00	S CE	\$ 168.17				
April 14 16	Lac La Biche	Various Meetings				S	\$ 11.00				
April 21 2016	Lac La Biche	Meetings		CV	\$ 28.75						
April 27, 2016	Cold Lake	Admin Support Week				S CE	\$ 102.40				
April 27, 2017	Lac La Biche	Deans Councill		CV	\$ 41.10	S					