



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 : September 1, 2015 to October 31, 2015

			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											
Sept 3/15	Cold Lake	Teaching University Studies class		CV	\$ 49.91						
Sept 11/15	Cold Lake	Teaching U/S class & Meeting		CV	\$ 67.71	S	\$ 21.98				
Sept 17/15	Boyle Campus	Meeting with Stantec		CV	\$ 55.00						
Sept 18/15	St. Paul Campus	Welcome Back Day				S	\$ 7.23				
Sept 25/15	Cold Lake	Lunch for U/S students		CV	79.31	S/ST	\$ 150.20				
Oct 2/15	Camrose	Rural Alberta Innovation & Learning Commons		CV	\$ 77.22	S/CE	\$ 153.19		\$ 138.88	Fee	\$ 154.74
Oct 6/15	Athabasca	Meeting with Northern Lights College		CV	\$ 73.86						
Oct 8/15	Boyle Campus	Meeting with MLA Piquette re:training centre				S/CE/GO	\$ 109.43				
Oct 11-16/15	Illinois	Kellogg Course		A	\$ 634.84	S	\$ 101.19		429.93	Airport charge	\$ 195.08
				CV	\$ 52.68					Parking	\$ 175.00
Oct 19/15		Regular Fill		CV	\$ 55.92						
Oct 20/15	Fort MacMurray	Meeting with Minister of Advanced Ed.		CV	\$ 84.66	S	\$ 5.25			Car Wash	\$ 42.00
Oct 21/15	Boyle & Edmonton	Meeting with ARDN & Minister Transportation		CV	\$ 64.58	S	\$ 10.25				
Oct 23/15	Cold Lake	Teaching U/S Class		CV	\$ 46.71	S	\$ 6.65				

Mardere Birkill, Vice President Academics											
Sept 16-18/15	Vancouver	OERu North America Regional Meeting	A	\$ 596.66	S/CE	\$ 89.01	\$ 56.00	\$ 446.01		Taxi	\$ 38.40
			CV	\$ 58.64						Parking	\$ 50.00
										Per Diem	\$ 16.00
Sept 23/15	Edmonton	Meeting with Advance Education	CV	\$ 50.00	S	\$ 17.92				Parking	\$ 10.00
Sept 25/15	Cold Lake	Meeting with Staff and Aecom	PVM	\$ 138.00	S		\$ 11.00				
Oct 2/15	St. Paul	Program Coordinator Interviews			S/CE	\$ 32.12					
Oct 14/15	Edmonton	Meeting with Alberta Health Services	PVM	\$ 202.40						Parking	\$ 16.00
Oct 21/15	Boyle & Edmonton	Boyle staff & Edmonton airport - to Calgary	PVM	\$ 220.80							
Oct 21-23/15	Calgary	SAO Meeting	A	\$ 425.51	S	\$ 91.40		\$ 468.21		Taxi	\$ 88.58

Tracy Boyde, Vice President Infrastructure and Technology											
Sept 17/15	Boyle	Meeting with Stantec			S/CE	\$ 173.48					
Oct 4-10/15	Toronto	PD -Rotman Executive Leadership Program	A	\$ 923.11	S	\$ 134.66		\$ 933.09		Taxi	\$ 97.65
										Parking	\$ 50.99
Bev Moghrabi, Associate Vice-President Student Services/Registrar											
Sept 22-26/15	Toronto	Sexual Assault for Higher Education Conference	A	\$ 1,368.31	S	\$ 59.38	\$ 49.00	\$ 807.40		Conf. fee	\$ 1,128.87
			PVM	\$ 202.40						Taxi	\$ 127.00
										Per Diem	\$ 24.00
Oct 4-7/15	Quebec	Caring Canadian Award Ceremony	PVM	\$ 202.40	S		\$ 125.00	\$ 221.25		Per Diem	\$ 32.00
										Taxi	\$ 75.25
Oct 8/15	St. Paul	Monthly Visit to St. Paul campus	CV	\$ 33.00			\$ 11.00				

Carrie Froehler, Director Human Resources											
Sept 2/15	St. Paul	Planning Welcome Back Day Meeting	CV	\$ 47.46	S/CE	\$ 24.41					
Sept 17/15	St. Paul	Welcome Back Day Set Up	CV	\$ 84.91	S/CE	\$ 145.41					
Sept 18/15	St. Paul	Welcome Back Day	CV	\$ 38.38							
Oct 4-9/15	Toronto	HR Strategic Workshop	A	\$ 580.50	S	\$ 32.70		\$ 1,250.85		Baggage Fee	\$ 52.50
			CV	\$ 50.07						Taxi	\$ 105.00
										Parking	\$ 63.85
										Car Wash	\$ 7.00
Oct 23/15	Red Deer	HRO Meeting			S/BA	\$ 51.87					

Guy Gervais, Associate Vice President of Academics											
Sept 8/15	Lac La Biche	Meetings	PVM	\$ 138.00	S		\$ 11.00				
Sept 11/15	Lac La Biche	Meetings			S		\$ 11.00				
	Lac La Biche	Meetings					\$ 11.00				
Sept 14/15	Lac La Biche	NRT Program Meeting	CV	\$ 38.50							
Sept 15-16/15	Lac La Biche	Meetings	CV	\$ 37.50	S		\$ 41.00	PA	\$ 35.00		
Sept 22/15	Edmonton	CICAN Meeting - International	CV	\$ 81.51	S		\$ 11.00			Parking	\$ 11.00
Sept 28/15	Lac La Biche	Deans Council Meeting	CV	\$ 46.01							
Oct 5/15	Lac La Biche	Meetings					\$ 11.00				
Oct 6-9/15	Lac La Biche & Athabasca	Meetings	CV	\$ 104.00			\$ 41.00	PA	\$ 35.00	Car Wash	\$ 10.00
Oct 13/15	Lac La Biche	Meetings					\$ 11.00				
Oct 14-15/15	Edmonton	ARDN Meeting	CV	\$ 78.15			\$ 11.00				
Oct 27/15	Lac La Biche	Meetings					\$ 11.00				