



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 : Mar 1 - Apr 30, 2017 Expense Disclosure Report

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|---|---|--|--|
| Travel Method/ Description Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle | Meals for Travel, Hospitality & Working Session | Lodging PA - Private Accommodations | D: Other Expenses Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc. |
| | 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 | | |

| Date Expense Occurred | Location | Purpose | Travel Code | Expense Amount | Recipient Code(s) (see above) | Meal Receipts | Meal Allowances | Hotel Reciepts | Allowances PA (see code above) | Describe Other | Amount |
|-----------------------|----------|---------|-------------|----------------|-------------------------------|---------------|-----------------|----------------|--------------------------------|----------------|--------|
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| Trent Keough - President and CEO | | | | | | | | | | | |
| Mar 6 | Nisku | Rural Homelessness Conf. | | | | | | | | Registration | \$ 133.11 |
| Mar 9 | St. P | St. P Campus Meeting | CV | \$ 75.56 | | | | | | | |
| Mar 12 - 15 | San Fran | Innovation Conference | CV | \$ 65.25 | S | \$ 167.25 | | | | Transportation | \$ 125.00 |
| | | | A | \$ 631.51 | | | | \$ 1,497.85 | | Travel Material | \$ 18.43 |
| March 17-18 | St. P | Annual Culinary Arts | CV | \$ 143.20 | | | | | | Maintenance | \$ 161.46 |
| Mar 21-22 | Edmonton | Tuition Review Mtg. | CV | \$ 70.20 | S | \$ 69.38 | | \$ 264.43 | | | |
| Mar 26 - 31 | Florida | Chair Acadamy | A | \$ 26.25 | S | \$ 227.61 | | \$ 1,076.15 | | Transportation | \$ 180.86 |
| April 3 | Lac La Biche | Reg Gas Fill | CV | \$ 85.93 | | | | | | | |

| Dale Mountain - Chief Financial Officer | | | | | | | | | | | |
|---|----------|------|----|----------|--|--|--|--|--|---------|---------|
| April 5 | Edmonton | AUPE | CV | \$ 45.07 | | | | | | Parking | \$ 9.00 |
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| Guy Gervais - Associate Vice President of Academics | | | | | | | | | | | |
|---|--------------|---------------------------|-----|-----------|---|----------|--|--|--|----------|----------|
| Mar 1 | St. Paul | Various meetings | CV | \$ 60.75 | S | \$ 11.00 | | | | | |
| Mar 2 | St. Paul | Various meetings | | | S | \$ 11.00 | | | | | |
| Mar 6 | St. Paul | PPRC & Various Meetings | CV | \$ 67.88 | S | \$ 11.00 | | | | | |
| Mar 7 | Lac La Biche | EC Meetings | CV | \$ 57.00 | S | \$ 11.00 | | | | | |
| Mar 9 | St. Paul | Various Meetins | CV | \$ 33.00 | | | | | | Car Wash | \$ 9.45 |
| Mar 10 | Lac La Biche | PD Day | PVM | \$ 138.00 | | | | | | | |
| Mar 13 | St. Paul | Various meetings | | | S | \$ 11.00 | | | | | |
| Mar 14 | Lac La Biche | Operations / Various Mtgs | CV | \$ 56.20 | S | \$ 11.00 | | | | Car Wash | \$ 9.45 |
| Mar 16 | St. Paul | Various meetings | CV | \$ 27.20 | S | \$ 11.00 | | | | Car Wash | \$ 10.00 |
| Mar 21 | Lac La Biche | EC Meetings | | | S | \$ 11.00 | | | | | |

[illegible]