



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, 2019 - October 31, 2019 Expense Disclosure Report

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.
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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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Nancy Broadbent - Interim President & CEO											
September 26, 2019	Athabasca	Athabasca County Meeting	CV	\$ 72.62							
September 30, 2019	Kehewin First Nations & Vegreville Meeting	Community Outreach BBQ & CHIC Meetgin	CV	\$ 78.99							
October 16, 2019	Athabasca	Athabasca University Signing MOA	CV	\$ 42.26						Car Wash	\$ 14.00
October 21, 2019	Edmonton & Athabasca	Careers Next Generations Meeting & ALPAC Meeting	CV	\$ 87.74							

Guy Gervais - Vice President of Academics											
September 3, 2019	Lac La Biche	Various Meeting	CV	\$ 31.25	S		\$ 11.00				
September 5, 2019	Lac La Biche	Minister Visit	CV	\$ 32.01	S		\$ 11.00				
September 10, 2019	Frog Lake First Nations	Flag Raising	PVM	\$ 64.40							
September 12, 2019	Lac La Biche	Board Meeting	PVM	\$ 69.00				PA	\$ 35.00		
September 13 - 15, 2019	Wandering River	Pembina Fundraiser	PVM	\$ 147.20	S		\$ 48.00	PA	\$ 70.00	per diem	\$ 8.00
September 17, 2019	Lac La Biche	Executive Committee Mtg.	CV	\$ 52.00	S		\$ 11.00				
September 20, 2019	Boyle	HEO Graduation	CV	\$ 32.80						Car Wash	\$ 11.50
September 24, 2019	Lac La Biche	Deans' Council Meeting					\$ 11.00				
September 26, 2019	Cold Lake First Nation	Community Outreach BBQ	CV	\$ 30.70						Car Wash	\$ 10.00
September 29, 2019	Bonnyville	NLSD Meeting	CV	\$ 7.00							
October 1, 2019	Lac La Biche	Executive Committee Meeting	CV	\$ 32.15							
October 7, 2019	Lac La Biche	Strategic Advsiory Group Mtg.	CV	\$ 60.60							

October 10, 2019	Lac La Biche	IT Stregic Workshop	CV	\$ 58.45						Car wash	\$ 11.50
October 23, 2019	Lac La Biche	Deans' Council Meeting	CV	\$ 34.01							

Carrie Froehler, Vice President People, Planning, and PR											
September 18, 2019	Cold Lake	Negotiations Meeting	CV	\$ 39.33	S/CE	\$ 138.35				Car Wash	\$ 10.00