



Guideline F.2.8 : Appendix D: 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. Meal receipt reimbursement is allowed for Hospitality & Working Sessions.

Disclosure of Claims for the period: July 1, 2022 to October 31, 2022 Expense Disclosure Report

			Travel Method/ Discription 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 Only for Hosting & Working Sessions	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount
Nancy Broadbent											
14-Jul-22	St. Paul	St. Paul Jr. Canadiens Alumni Foundaton Meeting	CV	\$ 87.91						Car Wash	\$18.00
August 22 - 23, 2022	Edmonton	CCC Presidents Meeting	PVM	\$ 200.56			\$ 20.75		\$ 35.00		
28-Sep-22		Metis Crossing Presentation to RIN	CV	\$ 142.00							
September 29 - October 1, 2022	St. Paul/Frog Lake	Staff Welcome Back, National Truth & Rec. Day, and Frog Lake Voyageur exibition Day	CV	\$ 146.30	S/CE	\$ 20.75	\$ 83.00	\$ 144.82		Per Diem & Car Washes	\$ 43.00
5-Oct-22	St. Paul	HUB Meeting	CV	\$ 100.00						Car Wash	\$ 18.00
12-Oct-22	Bonnyville	Town of Bonnyville Meeting	CV	\$ 104.32							
Carrie Froehler											
1-Jul-22	Cold Lake	Worked the Cold Lake Parade	CV	\$ 104.48							
25-Aug-22	Cold Lake/ St. Paul	Working Session	CV	\$ 72.03	S/CE	\$ 113.37				Car Wash	\$ 18.00
6-Sep-22	St. Paul	Canadiens Alumni Meeting - Working Sesson			S/CE	\$ 77.34					
Sept 28-30, 2022	St. Paul	Welcome Back Day Set Up & Event			S/CE	\$ 170.89	\$ 23.20	\$ 289.64			
4-Oct-22	Lac La Biche	Field to Fork Event	CV	\$ 13.93							
Donna Feledichuk											
25-Aug-22	Cold Lake	Cold Lake Student Orientation	CV	\$33.82						Car Wash	\$ 18.00
Cynthia Quintal											
29-Sep-22	St. Paul	Welcome Back Day	PVM	\$ 197.80				\$ 158.75			