



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 : **April and May 2013**

Date Expense Occurred	Location	Purpose	Travel Method/ Description Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage	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.	
				Travel Code/ Expense Amount	Recipient Code (s) (see above)	Meal Receipts	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other
Trent Keough, President and CEO										
8-Apr-13	Edmonton	Ministerial Meeting for Pipeline Training			S, CE	\$ 50.21				
10-Apr-13	Edmonton	Enterprise & Advanced Education Minister & Board Chair Meeting			S, CE	\$ 83.36		\$ 167.38	Parking	\$ 15.00
									Public transport	\$ 10.00
									Per diem	\$ 8.00
12-Apr-13	Lac La Biche	Sports & Ed with Event Speaker			S, CE, BA	\$ 62.47				
21-Apr-13	Edmonton	Meeting with Government on Boyle Project			S, CE	\$ 33.86		\$ 197.38		
15-Apr-13	Lac La Biche	Thank you Lunch with Coach			S, CE	\$ 66.67				
20-Apr-13	Beaver Lake	Gifts for Round Dance			S, CE	\$ 14.00			Gifts	\$ 728.32
22-Apr-13	Edmonton	Apprenticeship & Industry Training Meeting							Parking	\$ 5.25
23-Apr-13	Calgary	Pipeline Safety Training	A	\$ 157.50						
24-Apr-13	St. Paul	Regional Staff Meeting			S	\$ 9.75				
28-Apr-13	Edmonton	Alberta Rural Development Network Strategic Planning Session			S	\$ 68.50		\$ 167.83	Public transport	\$ 12.00
									Per diem	\$ 8.00
30-Apr-13	Edmonton	Campus Alberta Workshop & Dialogue; Council of Presidents Meeting	PVM	\$ 228.33				\$ 1,015.89	Public transport	\$ 49.00
									Per diem	\$ 16.00
10-May-13	Lac La Biche	Constructing and Sustaining Governance Structures that work							Registration	\$ 1,480.00
11-May-13	Lac La Biche	Carwash							Services	\$ 21.00
16-May-13	St. Paul	Regional Staff Meeting			S, CE	\$ 74.62				



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23-May-13	Cold Lake	Regional Staff Meeting; Community Advisory Meeting			S, CE	\$ 70.58					
26-May-13	Lac La Biche	Carwash								Services	\$ 14.00

Nancy Broadbent, Vice President College and Student Services

1-Apr-13	Lac La Biche	Proserve Online Program								Services	\$ 26.25
6-Apr-13	St. Paul	Sports & Ed Supplies for Construction								Materials	\$ 39.63
6-Apr-13	St. Paul	Sports & Ed Carnival Prizes								Materials	\$ 158.55
1-May-13	Vegreville	Meeting with Laurie Evans								Carwash	\$ 12.00
5-May-13	Lac La Biche	Newsletter Naming Prize								Gift Certificate	\$ 50.00
7-May-13	Lac La Biche	Facebook Advertisement Payment								Services	\$ 75.35
22-May-13	Boyle	Community Advisory Meeting	PVM	\$ 387.00							
27-May-13	Bonnyville	Community Advisory Meeting	PVM	\$ 55.90							
28-May-13	Edmonton	Code of Conduct for Boards- Workshop	PVM	\$ 199.09							

Marderé Birkill, Vice President Academics

22-Mar-13	Calgary	Growing the Legacy Gala	PVM	\$ 387.00		\$ 20.00		\$ 35.00		Per diem	\$ 8.00
9-Apr-13	Lac La Biche	Association of Canadian Community Colleges Annual Conference	A	\$ 407.66						Membership	\$ 1,045.00
22-May-13	Edmonton	Agency Governance Secretariat-Development Mandate and Roles	PVM	\$ 189.20	S	\$ 50.00		\$ 168.43		Per diem	\$ 16.00
25-May-13	Lac La Biche	Car charger for cell phone								Device	\$ 41.95

Tracy Boyde, Vice President Infrastructure and Technology

24-May-13	Lac La Biche	Information Materials								Books	\$ 67.80
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Stuart Leitch, Director Community and Training Initiatives

16-May-13	Bonnyville	CITI Structure; Meeting with Chief in Council	PVM	\$ 422.00							
29-May-13	Calgary	Pipeline Safety Conference								Per diem	\$ 16.00