

Guideline F2.08: Appendix D: Expense Disclosure Report- For Executive Committee Members

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

December 1, 2012 to January 31, 2013

Date Expense Occurred	Location	Purpose	Describe Travel Airfare, Personal Vehicle Mileage, Rental Charges	Meals for travel, Hospitality & Working Session			Lodging		D: Other Expenses Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc	Amount	
				Travel Method/ Expense Description	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	Receipts	Allowances	Receipts			Allowances
Dr. Trent Keough, President and CEO											
Nov 26-27	Calgary	Alberta Association of Colleges & Technical Institutes Planning Session and Industry Meeting	Meals	S, BA	\$151.09			\$439.44		Valet	\$55.20
Dec 5-6	Edmonton	Board of Governors Annual Planning Meeting Board Members & Vice Presidents Executive Staff Meeting Room	Meals	S CE S, CE S, CE	\$14.89 \$1620.07	\$16.00		\$1129.04 \$2459.64			
Dec 10	Edmonton	Food Sciences Centre Meeting	Meals	S, BA	\$56.56						
Dec 12	Edmonton	e-Campus Meeting	Meals	S		\$8.00					
Dec 13	Edmonton	Enterprise & Advanced Education Meeting		S				\$226.97			
Dec 20	Lac La Biche	Working Lunch with Executive Staff	Meals	S, CE	\$106.74						
Jan 1	Lac La Biche	Working Lunch with College Staff	Meals	S, CE	\$59.25						
Jan 9	Edmonton	Alberta Association of Colleges & Technical Institutes Meeting	Meals	S		\$19.00					
Jan 14	Edmonton	Alberta Association of Colleges & Technical Institutes Meeting	Meals	S		\$19.00					
Jan 15	Edmonton	Campus Alberta Planning Council Meeting	Meals	S		\$8.00				Parking	\$26.00
Jan 15	Calgary	Meeting with Industry Partners (Jan 28)	Airfare	S, BA	\$321.56						
Jan 15	Calgary	Audit Training Session for Post-Secondary Institutions Board Meeting (Feb 21)	Airfare	CE	\$300.56						
Jan 16	Edmonton	Campus Alberta Planning Council Meeting	Meals	S	\$35.98			\$304.86			
Jan 17	Calgary	Alberta Association of Colleges & Technical Institutes - Council of Presidents Meeting (Feb 6	Airfare	S	\$300.56						

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Jan 17	Dallas	League for Innovations Awards Ceremony (Staff & Guest)	Airfare	CER	\$1156.06					
Jan 29	Calgary	ABB Meeting-Sasol and Portage College Meeting	Meals	S, BA		\$ 8.00				
Nancy Broadbent, Vice President Student and College Services										
Dec 7	Edmonton	Board of Governors Annual Planning Meeting	Personal Vehicle	S		\$189.20				
Dec 13	Edmonton	MEPP Employer Focus Group Meeting	Personal Vehicle	S		\$189.20				
Mardere Birkill, Vice President Academic										
Nov 25	Edmonton	Leaders Network Forum Conference		S		\$188.27				
Dec 5	Lac La Biche	Cellular phone Device		S					Hands free device for cellphone	\$141.65
Dec 5	Edmonton	Board of Governors Annual Planning Meeting	Personal Vehicle	S		\$189.20			Per diem	\$16.00
Dec 12	Lac La Biche	Dean's Council Meeting	Meals	S, CE	\$173.26		\$236.25			
Dec 12	Lac La Biche	External Reviewers for Curriculum Verification		BA			\$1265.49			
Jan 10	Calgary	Senior Academic Officer Meeting with Alberta Industry Technology Meeting (Jan 23)	Airfare	S	\$248.06					
Jan 23	Calgary	Senior Academic Officer Meeting with Alberta Industry Technology Meeting	Personal Vehicle	S	\$227.90	\$8.00	\$173.31		Parking	\$33.60
Jan 24	Calgary	Senior Academic Officer Meeting (Feb 7 & 8)	Airfare	S	\$306.86	\$47.00			Per diem	\$8.00
Stuart Leitch – Director Community and Industry Training Initiatives										
Nov 26	Edmonton	Enbridge Meeting	Meals	S, BA	\$18.75				Parking	\$43.81
Nov 26	Calgary	Devon Meeting		S, BA			\$234.64			
Nov 27	Calgary	General Electric Meeting		S, BA					Taxi	\$88.00
Dec 11	Edmonton	Wajax Meeting with Colleague	Meals	S, BA	\$37.04					
Dec 15	Boyle	Boyle Campus Meeting with College Staff	Meals	S, CE	\$36.73					
Jan 15	Calgary	ABB Meeting	Airfare	S	\$321.56					
Jan 23		First Nations Conference on Sustainable Buildings and Communities Conference		S					Membership	\$366.45
Jan 25	Edmonton Athabasca	Wajax Meeting	Personal Vehicle		\$97.61 \$97.61	\$20.00				