



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 February 2013 to March 2013

Date Expense Occurred	Location	Purpose	Describe Travel	Meals for travel, Hospitality & Working Session			Lodging		D: Other Expenses		
			Airfare, Personal Vehicle Mileage, Rental Charges	Meal Receipt Codes	Receipts (attached)	Allowances	Receipts (attached)	Allowances	Describe Other	Amount	
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											
Travel Method/ Expense Description	Recipient Code (s) (see above)	Receipts (attached)	Allowances	Receipts (attached)	Allowances	Describe Other	Amount				
Trent Keough, President and CEO											
27-Jan	Calgary	Meeting with ABB	Meals	S, CE	\$ 40.91			\$ 251.49		Parking	\$ 33.60
31-Jan	Leduc	Alberta Association of Colleges & Technical Institutes- Mandate & Goals Subcommittee Meeting	Meals	S, BA	\$ 257.13						
03-Feb	Cold Lake	Imperial Oil Function	Meals					\$ 163.49			
05-Feb	Calgary	Meeting with Industry	Meals	S, CE	\$ 62.56					Taxi	\$ 48.10
			Airfare	S	\$ 269.06					Parking	\$ 67.20
06-Feb	Calgary	Council of President's Meeting						\$ 479.94			
21-Feb	Lac La Biche	Amazon- Books for instruction								Books	\$ 127.76
25-Feb	Lac La Biche	Amazon- Books for instruction								Books	\$ 142.59
08-Mar	Dallas	League for Innovations	Airfare, Meals	S, CE	\$ 643.02	\$ 74.00		\$ 1,763.53		Taxi	\$ 305.33
										Incidentals	\$ 26.32
										Parking	\$ 91.00
										Per diem	\$ 78.00
14-Mar	Dallas	Sports & Education Fundraising Dinner- Auction Items								Other	\$ 184.79
25-Mar	Edmonton	Sports & Education Fundraising Dinner Meeting	Meals	S, CE	\$ 130.06					Incidentals	\$ 93.77
Mardere Birkill, Vice President Academic											
01-Feb	Cold Lake	Imperial Oil Dinner	Personal Vehicle	S	\$ 129.00			\$ 201.64			

04-Feb	St. Paul	Food Processing- Program Advisory Committee Meeting	Personal Vehicle	S	\$ 120.40					
23-Jan	Calgary	Senior Academic Officer- Alberta Boiler Safety Association Meeting							Taxi	\$ 42.30
29-Jan	Elk Point	Meeting at Wainwright Campus	Meals	S, CE	\$ 117.37					
07-Feb	Calgary	Senior Academic Officer Meeting	Meals	S	\$ 5.99		\$ 151.51		Taxi Incidentals Parking	\$ 13.90 \$ 14.00 \$ 15.00
01-Mar	Lac La Biche	Growing the Legacy Gala							Membership	\$ 500.00

Tracy Boyle, Vice President Information Technology and Infrastructure

03-Jan	Lac La Biche	Moving Allowance		S	\$ 10,000.00					
14-Feb	Edmonton	Alberta Association of Colleges & Technical Institutes Meeting	Personal Vehicle, Meals	S	\$ 127.28	\$ 48.32			Parking	\$ 28.00

Stuart Leitch, Director Community and Industry Training Initiatives

27-Jan	Edmonton	Meeting with ABB, Sasol and Skills Prep	Meals	S, CE	\$ 58.87 \$ 41.54		\$ 251.49		Taxi	\$ 43.00
07-Feb	Calgary	Aboriginal Community Initiatives	Airfare	S	\$ 411.86		\$ 504.89		Taxi	\$ 40.00
14-Feb	Lac La Biche	Canadian Business Subscription							Membership	\$ 21.00
27-Feb	Calgary	First Nations Conference on Sustainable Building and Communities	Meals	S		\$ 38.00	\$ 167.28			
28-Feb	Calgary	Meeting with Heather MacTaggart and Meeting with Pembina Pipeline	Meals, Airfare	S	\$ 16.25 \$ 144.90		\$ 213.32		Taxi	\$ 40.00 \$ 42.00
01-Mar	Calgary	TOWES Seminar	Meals, Airfare	S	\$ 19.30 \$ 274.31	\$ 19.00			Taxi	\$ 46.00