



**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 : **August and September 2013**

Date Expense Occurred	Location	Purpose	Travel Method/ Description Code		Meals for Travel, Hospitality & Working Session			Lodging		D: Other Expenses	
			Travel Code	Expense Amount	Meal Recipient Codes	Meal Receipts	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount
<b>Trent Keough, President and CEO</b>											
3-Jul-13	Lac La Biche	Working lunch with Tracy Boyde and Paul Pelletier			S, CE	\$ 53.10					
15-Jul-13	Edmonton	CPTC meeting with Alberta Innovates and Stuart Leitch			S, CE	\$ 34.58				Per diem	\$ 8.00
03-Jul-13	Calgary	Pipeline Training Centre Meeting with Stuart Leitch	A	347.25	S, CE	\$ 194.93				Parking	\$ 33.60
25-Jul-13	San Diego	SCUP Annual Conference			S	\$ 31.45	\$ 39.00	1397.75	\$ 25.00	Baggage Charge	\$ 25.00
										Phone Charger	\$ 15.95
										Photocopy Charges	\$ 196.83
										Public Transportation	\$ 110.00
13-Aug-13	Edmonton	Meeting with Alberta Rural Development Network and Alberta Innovates			S, BA	\$ 51.38					
16-Aug-13	Lac La Biche	Working lunch with Paul Pelletier			S, CE	\$ 37.38				Parking	\$ 157.50
16-Aug-13	St. Paul	Ministerial campus visit	PVM	\$ 104.92							
26-Aug-13	St. Paul	Faculty Welcome Back	PVM	\$ 104.92							
18-Aug-13	Cold Lake	Faculty Welcome Back	PVM	\$ 127.71							

**Marderé Birkill, Vice President Academics**



**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 : **August and September 2013**

			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.	
1-Jul-13	Lac La Biche	SkillPath Seminars								Membership	\$ 853.92
3-Jul-13	Lac La Biche	Scientific American Digital								Membership	\$ 6.49
4-Jul-13	Lac La Biche	Working lunch with Carol Ulliach			S, CE	\$ 24.05					

<b>Tracy Boyde, Vice President Infrastructure and Technology</b>											
8-Jul-13	Lac La Biche	Northern Alberta Chapter								Membership	\$ 169.87
15-Jul-13	Edmonton	Meeting with University of Alberta								Parking	\$ 28.00