



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 : January 1,2014 to February 28, 2014

Date Expense Occurred	Location	Purpose	Travel Method/ Description 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.	
				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										
Jan 13 & 14, 2014	Various	Cold Lake, Frog Lake, Bonnyville, & St. Paul Campus Tours with new Board Chair	CV	\$ 107.06	S	\$ 13.04				
16-Jan-14	Edmonton	Pipeline Training Centre Meeting	CV	\$ 69.03	S	\$ 10.24			Parking	\$10
21-Jan-14	Maskwacis	Samson Cree First Naiton MOU Signing	CV	124.57	CE	\$ 62.63 \$ 77.69		\$ 131.34		
24-Jan-14	Boyle	Boyle Steering Committee	CV	\$ 75.20						
27-Jan-14	Cold Lake	Cold Lake Regional Staff Meeting	CV	\$ 80.00	CE	\$ 25.23				
29-Jan-14	Edmonton	Rural CAUCUS Meeting - ARDN	CV	\$ 54.00	S	\$ 13.33			Parking	\$ 20.00
30-Jan-14	Edmonton	ARDN Meeting	CV	\$ 39.54	S	\$ 4.77	\$ 19.00			

Feb 6,7, & 8/14	Sheattle	Presented Leadership Workshop - Everett Community College	A CV	\$ 769.36 \$ 198.35	S	\$ 100.88		\$ 139.99 \$ 129.71		Shuttle Express Bagage Parking	\$ 264.00 \$ 49.89 \$ 67.20
19-Feb-14	Edmonton	Pipeline Training Centre Meeting	CV	57.62	CE	\$ 54.52	\$ 11.00			Parking	\$ 12.00
21-Feb-14	Calargy	eCampus Board Strateic Planning Meeting	A CV	\$ 274.31 \$ 138.39	S	\$ 19.40	\$ 19.00	\$243.48			
February 26-28, 20	Florida	Innovation Conference 2014 - travel	CV	\$ 54.03	S	\$ 130.78				Taxi Baggage	\$ 55.81 \$ 26.25

Mardere Birkill, Vice President Academics

16-Jan-14	St. Paul	St. Paul Regional Staff Meeting			CE	\$ 67.43					
17-Jan-14	Two Hills	Meeting with Municipality	CV	\$ 37.24						Carwash	\$ 14.00
31-Jan-14	Edmonton	Norquest College Meeting	PVM	\$ 189.20	S		\$ 11				
Feb 6 & 7/14	Leduc	Senior Academic Officers Meeting	PVM	\$ 235.64	S		\$ 20	\$129.71		Per diem	\$ 129.71

Tracy Boyde, Vice President Infrastructure and Technology

16-Jan-14	St. Paul	St. Paul Regional Staff Meeting	CV	30.06							
Feb 12 & 13/14	Calgary	AAHEIT Conference	CV	154.01	S	\$ 56.04		\$ 390.22		Parking Car wash	\$ 16.00 \$ 10.00
27-Feb-14	Edmonton	CAUS Meeting			S/CE	\$ 17.02					

Bev Moghrabi, Associate Vice-President Student Services/Registrar

22-Jan-14	Red Deer	Senior Student Services Officer Meeting	PVM	334.54	S		\$ 58.00	\$ 147.15		Per diem	\$ 8.00
										Parking	\$ 6.00
Feb 27 & 28, 2014	Edmonton	Apprenticeship Class Regitration Meeting	PVM	236.5	S		\$ 28.00	\$ 70.00		Parking	\$ 7.00

Dale Mountain, Chief Financial Officer											
12-Jan-14	St. Paul	St. Paul Regional Staff Meeting	CV	\$ 30.45						Car Wash	\$ 14.00
30-Jan-14	Edmonton	Senior Business Officer Meeting	CV	\$ 46.94	S	\$ 14.91		\$ 177.55		Parking	\$ 6.50
20-Feb-14	Grand Prairie	Grand Prairie Regional College Meeting	CV	\$ 107.74	S	\$ 8.28		\$ 173.31		Car Wash	\$ 12.00
27-Feb-14	Edmonton	CAUS Meeting	CV	\$ 53.00						Parking	\$ 14.00

Stuart Leitch, Director CiTi											
13-Jan-14	Edmonton	WEDC Meeting	PVM	\$ 176.30							
16-Jan-14	Edmonton	Doncor Meeting	PVM	\$ 175.01	S/CE/BA	\$ 80.91				Parking	\$ 10.00
20-Jan-14	Edmonton	Samson Cree First Naiton MOU Signing			S/CE	\$ 46.47		\$ 129.71			
24-Jan-14	Edmonton	Innovates Meeting (Pipeline Training Centre)			S/CE/BA	\$ 49.81					
13-Feb-14	Boyle	Boyle Campus Meeting			S/CE	\$ 54.65					
28-Feb-14	Boyle	Boyle Campus Meeting			S/CE	\$ 63.05					

Carrie Froehler, Director Human Resources											
30-Jan-14	Edmonton	Pension Meeting	PVM	\$ 189.20	S/CE	\$ 30.98		\$ 150.44			
24-Feb-14	St. Paul	Meeting Faculty Rep.			S/CE	\$36.87					
27-Feb-14	Lac La Biche	Employee Relations Meeting			S/CE	\$56.35					