



### 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 Nov 1, 2013 to Dec 31, 2013

| Date Expense Occurred                            | Location     | Purpose                           | Travel Method/ Description Code<br>A - Airfare<br>RC - Rental Charges<br>PVM - Personal Vehicle Mileage<br>CV - College Vehicle | Meals for Travel, Hospitality & Working Session<br><u>Meal Recipient Codes</u><br>S- Self<br>GO – Government Official<br>BA – Business or Industry Partner<br>ST – Student<br>CE - College Employee/ Board member also on travel status<br>CER – College Employee recognition event<br>FRA – Fundraising event attendees<br>BOG – Other Board Members |                                   |               | Lodging<br>PA - Private Accommodations |                | D: Other Expenses<br>Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc. |                                   |
|--|--------------|-----------------------------------|---|---|-----------------------------------|---------------|--|----------------|--|-----------------------------------|
|  |              |                                   |   | Travel Code/ Expense Amount   | Recipient Code (s)<br>(see above) | Meal Receipts | Meal Allowances                        | Hotel Receipts | Allowances PA (see code above)   | Describe Other                    |
| <b>Trent Keough, President and CEO</b>           |              |                                   |   |   |                                   |               |  |                |  |                                   |
| 04-Dec-13  | Edmonton     | Regular Board Meeting             | CV  | \$136.98  |                                   |               |  | \$133.46       |  |                                   |
| Dec 5 & 6, 2013                                  | Edmonton     | Board Retreat                     |   |   | S, CE                             | \$ 1,737.05   |  | \$133.46       |  | Taxi \$30                         |
| 9-Dec-13   | Lac la Biche | Meeting with New Board Member     |   |   | S,CE                              | \$ 23.48      |  |                |  |                                   |
| 18-Dec-03  | Boyle        | Pipeline Centre Meeting           | CV  | 50.89   | S,CE                              | \$ 41.60      |  |                |  |                                   |
| 21-Dec-13  | Boyle        | Boyle Steering Committee Meeting  | CV  | 40.67   | S                                 | \$ 9.00       |  |                |  |                                   |
| <b>Mardere Birkill, Vice President Academics</b> |              |                                   |   |   |                                   |               |  |                |  |                                   |
| 12-Nov-13  | Edmonton     | Rupersland Institute Award Dinner | CV  | \$ 75.48  | S                                 |               | \$ 20                                  | \$ 195.91      |  | Car Wash \$14<br>Incidentals \$16 |
| 15-Nov-13  | Lac La Biche | Dean's Planning Day               |   |   | S/CE                              | \$ 120.39     |  |                |  |                                   |

|                 |              |  |     |           |       |           |  |           |  |             |         |
|-----------------|--------------|--|-----|-----------|-------|-----------|--|-----------|--|-------------|---------|
| 28-Nov-13       | Lac La Biche | Executive Office Working Lunch               |     |           | S/CE  | \$ 138.49 |  |           |  |             |         |
| 4-Dec-13        | Edmonton     | Regular Board Meeting                        | PVM | \$ 189.20 | S, CE | \$ 49.35  |  | \$133.46  |  | Incidentals | \$ 8.00 |
| Dec 5 & 6, 2013 | Edmonton     | Board Retreat                                |     |           |       |           |  | \$ 133.46 |  | Incidentals | \$ 8.00 |
| 7-Dec-13        | Edmonton     | Alberta Friendship Centre Assoc. MOU Signing | PVM | \$ 189.20 |       |           |  |           |  |             |         |

**Tracy Boyde, Vice President Infrastructure and Technology**

|                 |          |                                    |     |       |  |  |  |           |  |                     |              |
|-----------------|----------|------------------------------------|-----|-------|--|--|--|-----------|--|---------------------|--------------|
| 13-Nov-13       | Edmonton | Xerox Demo                         | PVM |       |  |  |  |           |  | Parking<br>Car Wash | \$18<br>\$10 |
| 27-Nov-03       | Edmonton | Provincial Risk Management Meeting | CV  | 47.01 |  |  |  | \$ 123.84 |  | Car Wash            | \$ 9.00      |
| 04-Dec-13       | Edmonton | Regular Board Meeting              | PVM | N/C   |  |  |  | \$ 133.46 |  |                     |              |
| Dec 5 & 6, 2013 | Edmonton | Board Retreat                      |     |       |  |  |  | \$ 133.46 |  | Parking             | \$ 20.00     |

**Bev Moghrabi, Associate Vice-President Student Services/Registrar**

|           |          |                                   |  |  |  |  |  |           |  |  |  |
|-----------|----------|-----------------------------------|--|--|--|--|--|-----------|--|--|--|
| 12-Nov-13 | Edmonton | Rupersland Institute Award Dinner |  |  |  |  |  | \$ 165.07 |  |  |  |
|-----------|----------|-----------------------------------|--|--|--|--|--|-----------|--|--|--|

**Dale Mountain, Chief Financial Officer**

|                   |          |  |     |          |   |          |  |           |  |                     |              |
|-------------------|----------|--|-----|----------|---|----------|--|-----------|--|---------------------|--------------|
| 13-Nov-13         | Edmonton | Xerox Demo                                 | CV  | \$ 59.84 |   |          |  |           |  | Parking<br>Car Wash | \$16<br>\$10 |
| Nov 21 & 22, 2013 | Edmonton | Senior Accounting Control Officers Meeting | CV  | \$ 52.71 |   |          |  | \$ 175.14 |  | Parking<br>Car Wash | \$13<br>\$12 |
| 25-Oct-13         | Edmonton | EAE  |     |          |   |          |  | \$ 190.75 |  |                     |              |
| 04-Dec-13         | Edmonton | Regular Board Meeting                      | PVM | \$ 94.60 |   |          |  | \$ 133.46 |  | Parking             | \$ 20.00     |
| Dec 5 & 6, 2013   | Edmonton | Board Retreat                              | PVM | \$ 94.60 | S | \$ 12.65 |  |           |  | Parking             | \$ 45.00     |

**Stuart Leitch, Director CiTi**

|                |           |   |       |           |       |          |       |           |  |      |          |
|----------------|-----------|---|-------|-----------|-------|----------|-------|-----------|--|------|----------|
| 13-Nov-13      | St. Paul  | ZAG Marketing Meeting & St. Paul Food Science Centre Tour |       |           | S, CE | \$ 84.75 |       |           |  |      |          |
| 15-Nov-13      | Hobbema   | Meeting with Hobbema First Nations                        | PVM   | 234.78    |       |          |       |           |  |      |          |
| Dec 1- 4, 2013 | Vancouver | Indigenous Symposium                                      | A/PVM | \$ 680.23 | S, CE | \$ 24.74 | \$ 30 | \$ 590.62 |  | Taxi | \$ 80.00 |

|           |            |                                  |     |          |           |           |  |  |  |         |          |
|-----------|------------|----------------------------------|-----|----------|-----------|-----------|--|--|--|---------|----------|
|           |            |                                  |     |          |           |           |  |  |  | Parking | \$ 92.00 |
| 11-Dec-13 | Bonnyville | CiTi Regional Meeting            | PVM | \$ 66.22 | S, CE, BA | \$ 38.33  |  |  |  |         |          |
| 13-Dec-13 | Boyle      | HEO Studetn Lunch                |     |          | S, CE, ST | \$ 227.80 |  |  |  |         |          |
| 18-Dec-13 | Boyle      | Boyle Steering Committee Meeting | PVM | \$ 55.04 |           |           |  |  |  |         |          |

**Carrie Froehler, Director Human Resources**

|           |              |                                  |     |           |       |          |           |  |  |           |          |
|-----------|--------------|----------------------------------|-----|-----------|-------|----------|-----------|--|--|-----------|----------|
| 12-Sep-13 | Lac La Biche | Staff Appreciation/Welcome Back  | A   |           | S, CE | \$ 92.74 |           |  |  | Materials | \$ 60.27 |
| 30-Sep-13 | Edmonton     | Workplace Investigations Meeting | PVM | \$ 189.20 |       | \$ 30.00 |           |  |  |           |          |
| 01-Oct-13 | Edmonton     | Human Resource Officers meeting  | A   | \$ 316.31 |       | \$ 56.00 | \$ 366.04 |  |  |           |          |
| 21-Oct-13 | Lac La Biche | Agresso Team meeting             |     |           | S,CE  | \$ 37.75 |           |  |  |           |          |
| 24-Oct-13 | Calgary      | Human Resource Officers meeting  |     |           |       |          | \$ 185.25 |  |  | Parking   | \$ 46.00 |