



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	
Trent Keough, President and CEO											
26-Aug-13	Edmonton	Alberta Rural Development Network			S	\$ 19.00					
9-Sep-13	Edmonton	Alberta Association of Colleges and Technical Institutes Meeting; CCI Outcomes			S	\$ 7.02	\$ 8.00			Incidentals	\$ 52.49
10-Sep-13	Edmonton	Meeting with Lakeland, Keyano and Grande Prairie College Presidents	S, BA		S, BA	\$ 125.49		\$ 167.28		Parking	\$ 55.00
										Incidentals	\$ 5.24
19-Sep-13	Lac La Biche	League of Innovation			S					Books	\$ 35.00
26-Sep-13					S	\$ 4.41					
4-Oct-13	Edmonton	Economic Summit			S	\$ 16.48	\$ 8.00	\$ 149.32			
									Parking	\$ 72.00	
7-Oct-13	Edmonton	Alberta Rural Development Network			S	\$ 65.33	\$ 16.00	\$ 259.42			
9-Oct-13	Edmonton	Agency Review Workshop			S	\$ 38.00		\$ 208.43		Parking	\$ 19.05
16-Oct-13	Edmonton	EAE			S	\$ 19.00					
18-Oct-13	Ottawa	ACCO National Summit	PVM	\$ 105.78	S	\$ 39.00		\$ 140.00		Registration fee	\$ 875.00
			A	\$ 770.46						Parking	\$ 168.00
										Incidentals	\$ 21.00
19-Oct-13	Edmonton	EAE	CV	\$70.73	S	\$ 29.63					
24-Oct-14	Calgary	Presidents and Minister Meeting	A	\$ 444.41	S, BA	\$ 112.30		\$ 195.35		Taxi to & from Airport	\$ 53.55
28-Oct-13	Edmonton	Meeting with Minister Lukasuk			S,CE	36.91				Parking	
29-Oct-13	Edmonton	Northern Alberta Development Council	CV	\$ 69.54							



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 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 BOG – Other Board Members	Lodging PA - Private Accommodations	D: Other Expenses Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc.

Mardere Birkill, Vice President Academics												
9-Jul-13	St. Paul	Speech at NEEIA	PVM	\$	129.00							
8-Aug-13	Vegreville	Vegreville Festival	PVM	\$	137.60							
27-Aug-13	Edmonton	Academic Welcome Back-Speaker				BA			\$	303.02		
4-Sep-13	Lac La Biche	Policy Review Meeting				S, CE	\$	49.35				
7-Sep-13	Edmonton	NAAIP Launch	PVM	\$	120.40							
15-Sep-13	Lac La Biche	Lynda.Com				CE					Membership \$ 375.00	
20-Sep-13	Calgary	Senior Academic Officer Conference	PVM	\$	455.80	S	\$	78.00	\$	16.00		
2-Oct-13	Edmonton	Provincial Dual Credit Strategy Meeting				S	\$	54.11	\$	218.45	Incidentals \$ 16.00	
3-Oct-13	Edmonton	Community Futures AGM				S		\$	39	\$	442.77	
9-Oct-13	Edmonton	Agency review Workshop				S		\$	19	\$	203.43	Incidentals \$16
17-Oct-13	Calgary	Senior Academic Officer Conference				S	\$	38.60	\$	333.96	Parking \$ 61.95	
21-Oct-13	Kamloops	Meeting with P. Pelletier				S, CE, BA	\$	123.19			Parking \$ 90.30	
											Public Transportation \$ 39.10	
28-Oct-13	Edmonton	Senior Academic Officer Meeting	CV		64.81	S		19.23		38	271.39	Parking \$ 19.05



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.
---	---	--	--

Tracy Boyde, Vice President Infrastructure and Technology											
24-Sep-13	Calgary	AAHIET			S	\$ 69.41		\$ 257.24			
25-Sep-13	Lloydminster	Facilitator Administrator Committee			S	\$ 66.20		\$ 309.56			
27-Sep-13	Lloydminster	Staples								Incidentals	\$ 73.42