



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, 2015 to February 28, 2015

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>			Lodging		D: Other Expenses			
				Recipient Code (s) (see above)	Meal Receipts	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount		
Trent Keough, President and CEO												
Jan14/15	Edmonton	Meeting with Ministers	CV	\$ 51.87								
Jan 18-23/15	Toronto	Strategic HR Management Program - Toronto	CV	\$ 84.56	S	\$ 299.54		\$ 996.28		Taxi	\$ 166.00	
			A	\$ 600.76						Laundry	\$ 153.50	
											Parking	\$ 173.03
											Per Diem	\$ 48.00
Jan 28/15	Edmonton	Council President Meeting	CV	\$ 49.62								
Feb 4/15	Cold Lake	GOA Speaker Tour	CV	\$ 56.20	S/CE	\$ 4.71						
Feb 9/15	Bonnyville	NLSD Strategic Planning Committee	CV	\$ 43.93								
Feb 26/15	Edmonton	Meeting with Minister Klimchuk & ARDN	CV	\$ 54.21	S		\$ 19.00					
Mardere Birkill, Vice President Academics												
Jan 15/15	Lac La Biche	Dean's Planning Day			S/CE	\$ 85.87		\$ 212.10				
Feb 5-6/15	Edmonton	SAO Meeting	PV	\$ 197.80	S	\$ 66.99		\$ 334.20		Parking Per Diem	\$ 78.00 \$ 16.00	

Feb 18/15	Cold Lake	Meeting with ESSO	CV	\$ 45.18	S/CE	\$ 7.57					
Feb 18-20/15	Calgary	Meeting with MEG Energy	A	\$ 466.46	S/CE	\$ 140.20		\$ 185.25		Per Diem	\$ 16.00
			CV	\$ 55.10							

Bev Moghrabi, Associate Vice-President Student Services/Registrar

Jan 26/15	Cold Lake	Monthly visit	CV	\$ 33.55							
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Stuart Leitch, Director CiTi

14-Jan-15	Edmonton	Meeting with Minister			S/CE	\$ 92.76					
15-Jan-15	Boyle	Instructor lunch on Program Development			S/CE	\$ 36.55					
15-Jan-15	Bonnyville	NEAAI Steering Committee	PV	\$ 117.82	S		\$ 11.00				
16-Jan-15	Edmonton	ACSA meeting	PV	\$ 82.13	S		\$ 11.00				
22-Jan-15	Boyle	Road Builders project	PV	\$ 55.04							
23-Jan-15	Boyle	Lunch Meeting			S/BA	\$ 71.72					
27-Jan-15		Western Aboriginal Consultation & Negotiation								Conference Fee	\$ 2,409.75
28-Jan-15	Buffalo Lake	Meeting	CV	\$ 12.30							
30-Jan-15	Boyle	Lunch Meeting				\$ 83.85					
6-Feb-15	Edmonton	Industry Partner Meeting			S/BA	\$ 56.15					
13-Feb-15	Boyle	Program Development Meeting			S/CE/BA	\$ 107.05					
26-Feb-15	Boyle	Program Development Meeting			S/BA	\$ 51.85					
27-Feb-15	Boyle	Lunch Meeting			S/BA	\$ 85.75					

Carrie Froehler, Director Human Resources

5-Jan-15	Cold Lake	Meeting	CV	\$ 33.20	S/CE	\$ 43.17					
12-Jan-15	St. Paul	Meeting	CV	\$ 20.51							
Jan 22-23/15	Edmonton	Pension Meeting	PV	\$ 189.20	S		\$ 19.00	\$ 181.73			
Feb 5-6/15	Edmonton	Benefits Consortium Meeting & Pension meeting	PV	\$ 189.20	S		\$ 19.00	\$ 179.63		Parking	\$ 11.50
					S/CE	\$ 38.59					
Feb 25-26/15	Edmonton	RFP Benefits Consortium	PV	\$ 260.73	S		\$ 19.00	\$ 204.28			
			RC	\$ 451.65	S/CE	\$ 21.72					