



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 : July 1, 2014 to August 31, 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>			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										
03-Jul-14	Lac La Biche	Working Lunch			S/CE	\$ 40.85				
04-Jul-14	Sherwood Park	ARDN & BOG Chair	PVM	\$ 197.80			\$ 20.00			
19-Aug-14	Lac La Biche	Working Lunch			S/CE	\$ 50.70				
20-Aug-14	St. Paul	Lunch meeting	CV	\$41.62	S/CE	\$ 55.86				
27-Aug-14	St Paul & Cold Lake	St. Paul & Cold Lake Orientation day	CV	\$45.19						
29-Aug-14	Frog Lake	Frog Lake Orientation	PVM	\$ 195.22						
Mardere Birkill, Vice President Academics										
14-Jul-14	Edmonton	Quarterly Meeting with Presidents and Board Chair	PVM	\$ 197.80						
19-Jul-14	St. Paul	Meeting with Board Chair	PVM	\$ 129.00						
19-Aug-14	Edmonton	Campus Alberta meeting	CV	\$ 61.00	S	\$ 17.70		\$ 273.66	Parking	\$ 14.00
Tracy Boyde, Vice President Infrastructure and Technology										
6-Aug-14	Calgary	Cisco meeting							Parking	\$ 21.00

