



### 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 : March 1, 2015 to April 30, 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	
<b>Trent Keough, President and CEO</b>											
Mar 6-7/15	Calgary	Campus Alberta Strategic Director Committee Meeting	A	653.62	S/BOG	74.23		189.73		parking	21
			CV	\$ 50.87	S	\$ 12.23				cabs	\$ 109.72
Mar 7/15	Bonnyville	Attending employee mothers funeral	CV	\$ 102.18	S/CE	\$ 41.22					
Mar 14/15	Lac La Biche	Lunch for volunteers			S/CE	\$ 91.56					
Mar 19/15	Edmonton	Tribal Chief Venture Meeting	CV	\$ 60.52	S/CE	\$ 26.60					
Mar 26/15	Edmonton	Budget 2015 Lock-up - Provincial Budget			S	\$ 9.12	\$19.00				
Mar 27/15	St. Paul	Alberta Hub Membership Meeting	CV	\$56.88							
Apr 8/15	Lac La Biche	BOG Finance Meeting					\$ 19.00				
Apr 10/15	Boyle	Meeting with Alberta Transportation	CV	\$41.36							
Apr 13/15	St. Paul	SPERD Strategic Planning	PVM	\$107.07			\$ 9.00				
Apr 15/15	Whitefish Lake	Trade & Career Fair Presentation	CV	\$36.33							
Apr 29-30	Toronto	Strategic Human Resource Management	A	\$606.01							
<b>Mardere Birkill, Vice President Academics</b>											
Mar 4/15	Vermilion	Eastern Alberta Trade Corridor Forum								Fee	\$ 40.00
Mar 15-17/15	Calgary	SAO Meeting	A	\$ 422.36	S/CE	\$ 67.15		\$ 155.98		Cabs	\$ 92.50

					S	\$ 30.45				Per Diem	\$ 24.00
					S/CE/BA	\$ 148.07					
Mar 23/15	Cold Lake	Dual Credit Students - Assumption High	CV	\$ 37.00							
Apr 13/15	Lac La Biche	Deans Planning Day			S/CE	\$ 227.31		\$ 157.50			
Apr 15-16/15	St. Paul	Tour of St. Paul Campus for AB Govt	PVM	\$ 120.40							
Apr 23/15	Cold Lake	Cold Lake Scheduling Meeting	PVM	\$ 129.00							
Apr 28/15	Cold Lake	Cold Lake City Council Meeting	PVM	\$ 129.00							

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

Apr 28/15	Saddle Lake	Saddle Lake Council Meeting	CV	\$ 28.00						Car Wash	\$ 10.00
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**Bev Moghrabi, Associate Vice-President Student Services/Registrar**

Apr 8/15	St. Paul	St. Paul monthly visit	CV	\$ 26.50			\$ 11.00				
Apr 23/15	Cold Lake	Cold Lake monthly visit	CV	\$ 31.45			\$ 20.00				

**Dale Mountain, Chief Financial Officer**

Apr 8/15	Edmonton	SBO Meeting	CV	\$ 49.08	S	\$ 6.29					
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**Stuart Leitch, Director CiTi**

Mar 27-29/15		Continuing Education Canada								Deposit	\$ 183.75
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**Carrie Froehler, Director Human Resources**

3-Mar-15	Edmonton	RFP Meeting	PV	\$ 189.20	S		\$ 39.00	\$ 153.58		Parking	\$ 6.00
					S/BA/CE	\$ 1,040.37					
Mar 26/15	Cold Lake	Meeting in Cold Lake	CV	36							
Apr 13/15	Edmonton	Benefit Meeting	CV	\$ 81.78	S/CE	\$ 44.62					
Apr 23/15	Lac La Biche	Team Building			S/CE	\$ 74.14					