

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: July1, 2015 to August 30, 2015

						Meals for Travel, Hospitality & Working Session Meal Recipient Codes S- Selt GO – Government Official BA – Business or Industry Partner ST – Student CE - College Employee/ Board member also on trave CER – College Employee recognition event FRA – Fundraising event attendees BOG – Other Board Members				Lodging PA - Private Accommodations Bi status		D: Other Expenses Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc.		
Date Expense Occurred	Location	Purpose	Travel Code/ Expense Amoun		Recipient Code (s) (see above)	Me	eal Receipts	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	A	Amount	
Trent Keough, P	President and CEC					(000 0000)					42010)	ı		
##############		Lunch meeting with management team				S/CE	\$	198.43						
July 14/15	Lac La Biche	Regular fill and maintenance	CV	\$	62.35							Bug-b-gone	\$	15.57
July 15/15	Lac La Biche	Lunch meeting				S/CE	\$	38.87						
July 22/15	Boyle	Meeting with Stantec	0)/			S/CE/BA	\$	87.56						
August 18/15	Boyle	Visit to Boyle	CV	\$	59.34	0/05/04	_	404.00				Windshield wiper	\$	4.50
August 18/15	Lac La Biche	Working lunch	D) // /	Φ.	400.40	S/CE/BA	\$	131.06					₩	
August 25/15	Cold Lake	University Studies Course	PVM	\$	136.16								_	
Mardere Birkill,	Vice President Ac	ademics	I			<u> </u>	1			1	1	I		
July 30/15	Lac La Biche	Lunch				S/CE		78.53						
August 5/15	Leduc	Food Processing Centre	PVM	\$	276.00				\$ 11.00					
August 7/15	Boyle	Boyle Campus Meeting	PVM	\$	55.20			-						
August 17/15	Boyle	Boyle/Enbridge Meeting	PVM	\$	55.20									·

August 27/15	Cold Lake	Student Welcome/Hairstyling	PVM	\$ 138.0)		\$ 20.00			
August 31/15	Edmonton	Advanced Education Meeting	PVM	\$ 220.8)		\$ 39.00			
Tracy Boyde, V	ice President Infr	astructure and Technology								
July 27/15	Edmonton	VC RFP Meeting	CV	\$ 21.0	5			Parking	\$	24.00
·								Carwash	\$	10.00
Carrie Froehler	, Director Human	Resources								
July 13/15	St. Paul	Interviews	CV	\$ 29.5	S/CE	\$ 25.19				
July 14/15	Lac La Biche	Working Lunch			S/CE	\$ 21.29				
July 21/15	St. Paul	Interviews	CV	\$ 29.0) S/CE	\$ 44.85				
July 24/15	Cold Lake	Interviews	CV	\$ 31.5	3					
July 24/15	Cold Lake	Meal for Cold Lake Staff			S/CER	\$ 70.09				
									+	
Guy Gervais, A	ssociate Vice Pre	esident of Academics								
July 6/15	Lac La Biche	NRT Interviews	CV	\$ 47.0)		\$ 11.00			
July8/15	Lac La Biche	CSW Interviews					\$ 11.00			
July 21/15	Lac La Biche	Business Interviews	CV	\$ 65.2	5		\$ 11.00			
July 22/15	Cold Lake	Working lunch			S/CE	\$ 40.83				
August 19/15	Lac La Biche	Meeting	CV	\$ 44.5)					