



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 : November 1, 2014 to December 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> 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.				
				Travel Code/ Expense Amount	Recipient Code (s) (see above)	Meal Receipts	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount		
Trent Keough, President and CEO													
Nov 6/14	Cold Lake	Meeting with City of Cold Lake	CV	87.05									
Nov 26/14	Edmonton	Meeting with Minister Dorward	CV	41.03					Parking	\$ 10.00			
Dec 1-2/14	Ottawa	Colleges and Institutes Canada on Parliament Hill 2014	A	\$ 753.90	S	\$ 49.87			Conference fee	\$ 850.00			
									Baggage charge	\$ 78.75			
									Parking	\$ 292.14			
Dec 3/14	Edmonton	Regular Board Meeting			S/CE/ BOG	\$ 1,362.34		\$315.00					
Dec 4-5/14	Edmonton	Board Retreat	CV	\$ 58.90	S	\$ 175.61			Laundry	\$ 175.09			
									S/CE/BO G	\$ 2,705.71	\$4,160.56		
									Meeting Room		\$582.75		
Dec 11/14	Edmonton	NADC Meeting Northern Colleges	CV	\$92.04									
Dec 12.14	St. Paul	Hosted NADC Member	CV	\$45.61	S/BA	\$ 30.00			Car Wash	\$ 14.00			
Dec 19/14	Lac La Biche	Executive Staff Lunch			S/CE	\$ 127.20							
Dec 23/14	Lac La Biche	Working Lunch			S/CE	\$ 31.24							

Mardere Birkill, Vice President Academics											
Nov 15/14	Edmonton	RAP & CTS Scholarship Celebration	PVM	\$ 206.40	S		\$ 39.00	\$ 412.02		Per Diem	\$ 8.00
Nov 26/14	Edmonton	Meeting with Ministry AIT	PVM	\$ 206.40	S		\$ 30.00			Parking	\$ 10.00
Nov 27/14	St. Paul	Alberta Innovates	PVM	\$ 129.00	S		\$ 11.00				
Dec 1-3/14	Edmonton	Public Sector Transformation HR Measurement & Scorecarding Training	PVM	\$ 215.00	S	\$ 6.30	\$100.00	\$ 572.58		Per Diem	\$ 40.00
Dec 12/14	St. Paul		PVM	\$ 129.00							
Dec 17-19/14	Edmonton	SAO Meeting	PMV	\$ 225.32	S		\$ 48.00	\$ 492.45		Parking	\$ 50.00
										Per Diem	\$ 16.00

Tracy Boyde, Vice President Infrastructure and Technology											
Nov 7/14	Boyle	Tour & Information Meeting with Athabasca County			S/CE/BA	\$ 75.13					
Nov 13/14	St. Paul	Meeting	CV	\$ 23.01						Car Wash	\$ 10.00
Nov 14/14	Edmonton	viewing simulation labs at Grant MacEwan	PMV	\$ 123.51	S	\$ 11.66				Parking	\$ 9.50
Nov 24-25/14	Edmonton	Meeting with GHMA								Parking	\$ 12.00
Nov 24-25/14	Calgary	AAHEIT Meeting			S/CE	\$ 60.26		\$ 260.96		Parking	\$ 26.19
					S	\$ 9.49					
Dec 8/14	St. Paul	Meeting for St. Paul Campus	CV	\$ 29.00	S/CE/BA	\$ 54.09				Car Wash	\$ 10.00

Bev Moghrabi, Associate Vice-President Student Services/Registrar											
Nov 3/14	Edmonton	Metis Partnership Meeting	PMV	\$ 189.20			\$ 30.00				
Nov 6/14	Cold Lake	Monthly Visit	PMV	\$ 127.28			\$ 11.00				
Nov 12/14	Edmonton	Metis Recognition Dinner	PMV	\$ 189.20			\$ 11.00			Parking	\$ 15.00
Dec 2/14	Cold Lake	Monthly Visit	PMV	\$ 127.28							
Dec 4/14	Edmonton	Board of Governors Retreat	PMV	\$ 189.20	S	\$ 22.80					

Dale Mountain, Chief Financial Officer											
Dec 3-5/14	Edmonton	Board Retreat	CV	\$ 37.92	S	\$ 12.55				Car Wash	\$ 99.70
										Car Care	\$ 5.24
Dec 8/14	Edmonton	PSI Committee Meeting	CV	\$ 76.74	S	\$ 10.06				Parking	\$ 12.50
										Washer fluid	\$ 10.48

