



### 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 : September 1, 2014 to October 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
<b>Trent Keough, President and CEO</b>										
30/09/2014	Buffalo Lake	Meeting	CV	63.17						
Oct 5 - 8/14	Houston	VTEC Global Conference	A	\$ 766.44	S/CE	\$ 366.35		656.24		per diem \$ 38.00
			CV	\$ 144.19						toll charge \$ 2.50
										luggage cart \$ 5.78
										baggage charge \$ 70.20
										seat change \$ 95.00
										Valet/Dry Clean 50.75
										parking 108.52
09-Oct-14	Edmonton	ARDN AGM	CV	\$44.20	S/BOG	\$ 202.58		\$151.51		
12-Oct-14	Cold Lake	Small Business					\$ 19.00			
19-Oct-14	Edmonton	Council of Presidents & Campus Alberta Strategic Directions Committee	CV	\$81.09	S	\$ 27.05		\$157.01		per diem \$ 8.00
23-Oct-14	Cold Lake	Minister of Innovation and Advanced Ed	PMV	\$127.28						
Oct 24-25/14	Edmonton	Story World Quest - NAIT	CV	\$149.56	S/CE	\$ 214.83		\$170.34		parking \$ 19.00
										per diem \$ 8.00

<b>Mardere Birkill, Vice President Academics</b>											
Oct 1-2, 2014	Cold Lake	Meeting with Lakeland Catholic School Division	CV	\$ 55.00	S/CE	\$ 40.41		\$ 203.05			
23-Oct-14	Cold Lake	Meeting with Minister of Innovation and Advanced Ed	PVM	\$ 129.00							
31-Oct-14	St. Paul	Department Meeting	PVM	\$ 120.40	S/CE	\$ 44.65					

<b>Tracy Boyde, Vice President Infrastructure and Technology</b>											
23-Oct-14	Cold Lake	Meeting with Minister of Innovation and Advanced Ed	CV	\$ 36.02						Car wash	\$ 9.00
30-Oct-14	Edmonton	Furniture for St. Paul	CV	\$ 66.01				\$ 156.95		Car wash	\$ 10.00

<b>Bev Moghrabi, Associate Vice-President Student Services/Registrar</b>											
8-Sep-14	Cold Lake	Monthly visit	PMV	\$ 127.28							
30-Sep-14	St. Paul	Alberta Supports meeting	PMV	\$ 117.82							
Oct 13-16/14	Calgary	ACAT/AER/LEERS Meetings	CV	\$ 105.02	S/CE	\$ 74.92		\$ 361.50		Cabs	\$ 167.40
30-Oct-14	St. Paul	Monthly visit	PMV	\$ 117.82							

<b>Dale Mountain, Chief Financial Officer</b>											
Oct 2-3, 2014	Calgary	SBO Conference	CV	\$ 94.93	S	\$ 9.01		\$ 392.38		Car wash	\$ 14.00

<b>Stuart Leitch, Director CiTi</b>											
17-Sep-14	Edmonton	Tribal Chiefs Employment and Training Services	PMV	\$ 155.23			\$ 19.00				
22-Sep-14	Edmonton	WINN Session	PMV	\$ 150.07							
24-Sep-14	Bonnyville	Bonnyville Campus Space meeting	PMV	101.91	S/BA	\$ 31.00					
2-Oct-14	Calgary	Workforce Joint Initiative Pilot Project for Process Operators	A	443.36	S/CE	\$ 31.05				parking	\$ 25.00
			PMV	257.14						cab fare	\$ 85.00

