



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 : January 1, 2016 to February 29, 2016

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
Trent Keough, President and CEO										
Jan 5/16	St. Paul	Event Meeting	CV	\$ 53.18	S	\$ 8.14				
Jan 13/16	St. Paul	Regional Staff Meeting	CV	\$ 91.00	S, CE	\$ 70.33				
Jan 19/16	Lac La Biche	Lunch meeting			S, CE	\$ 49.62				
Jan 25/16	Cold Lake	Regional Staff Meeting	CV	\$ 55.26	S, CE	\$ 12.79				
Feb 1-2/16	Calgary	Meetings with CEPA & Enbridge	A	\$ 427.61	S, CE	\$ 157.14		\$ 234.64	Taxi	\$ 110.16
			CV	\$ 63.54					Parking	\$ 48.40
Feb 22/16	St. Paul & Cold Lake	Budget Meetings	CV	\$ 42.66	S, CE	\$ 66.17				

Mardere Birkill, Vice President Academics											
Jan 21-22/16	Edmonton	E-Campus Meeting						\$ 234.64		Parking	\$ 3.50
Jan 29/16	Lac La Biche	Dean's Planning Day Meeting			S, CE	\$ 98.54					
Feb 4/16	Edmonton	Meetings with VPA Grant MacEwan, Advanced Education & AIT	PVM	\$ 235.00			\$ 28.00			Parking	\$ 9.00

