



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 : May 1, 2016 to June 30, 2016

| | | | |
|--|--|---|---|
| Travel Method/ Description Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle | Meals for Travel, Hospitality & Working Session Meal Recipient Codes 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. |
|--|--|---|---|

| Date Expense Occurred | Location | Purpose | Travel Code | Expense Amount | Recipient Code(s) (see above) | Meal Receipts | Meal Allowances | Hotel Reciepts | Allowances PA (See Code) | Describe Other | Amount |
|---|--------------|--------------------------------|-------------|----------------|-------------------------------|---------------|-----------------|----------------|--------------------------|----------------|-----------|
| Trent Keough - President and CEO | | | | | | | | | | | |
| May 6 | Cold Lake | Business Case Student | CV | \$ 34.43 | S, ST, CE | \$ 127.03 | | | | | |
| May 10 - 11 | Edmonton | Restorative Practices Workshop | | | | | | | | Registration | \$ 350.00 |
| May 11 | St. Paul | Regional Staff Meeting | CV | \$ 54.61 | S | \$ 49.69 | | | | | |
| May 16 - 18 | Ottawa | CICAN | A/CV | \$ 815.82 | S | \$ 48.98 | | | | Parking | \$ 131.55 |
| May 28 | Lac La Biche | Regular Gas Fill | CV | \$ 133.46 | | | | | | | |
| May 31 | Lac La Biche | Regular Gas Fill | CV | \$ 125.99 | | | | | | | |
| June 9 | Lac La Biche | Regular Gas Fill | CV | \$ 58.47 | | | | | | | |
| June 10 | Lac La Biche | Regular Gas Fill | CV | \$ 66.60 | | | | | | | |
| June 11 | Lac La Biche | Regular Gas Fill | CV | \$ 38.90 | | | | | | Car Wash | \$ 55.60 |
| June 13 | Lac La Biche | Regular Gas Fill | CV | \$ 93.04 | | | | | | | |
| June 26 | Lac La Biche | Regular Gas Fill | CV | \$ 89.28 | | | | | | | |

| Nancy Broadbent - Vice President of Academics | | | | | | | | | | | |
|--|-----------|----------------------------|----|----------|-----------|-----------|--|--|--|--|--|
| June 13 | Cold Lake | Advisory Committee Meeting | CV | \$ 44.89 | S, BA, CE | \$ 283.50 | | | | | |
| June 20 | St. Paul | Advisory Committee Meeting | CV | \$ 30.13 | | | | | | | |

| Beverly Moghrabi - Associate Vice President of Student Services/Registrar | | | | | | | | | | | |
|--|----------|-------------------------------|-----|-----------|--|----|-----------|-----------|--|------------------|-----------|
| May 5 | St. Paul | Meeing | CV | \$ 23.40 | | | | | | | |
| May 9 - May 13 | Edmonton | Restorative Justice Training | PVM | \$ 105.34 | | \$ | \$ 186.00 | \$ 571.68 | | Tuition | \$ 682.00 |
| | | | | | | | | | | Taxi | \$ 90.86 |
| May 17 | Banff | Banff Center Cancellation Fee | | | | | | | | Cancellation Fee | \$ 144.53 |
| June 20 | St. Paul | Meetings | CV | \$ 30.15 | | | | | | | |

| Dale Mountain - Chief Financial Officer | | | | | | | | | | | |
|--|--------------|---------------------------|----|-----------|----|----------|--|--|--|-----------------------|-------------|
| May 7 - May 16 | Banff | CFO Leadership Conference | CV | \$ 120.80 | \$ | \$ 85.97 | | | | Parking | \$ 117.60 |
| May 30 | | | | | | | | | | CPA Member Fees | \$ 1,103.55 |
| June 6 | St. Paul | Hub Redesign | CV | \$ 37.53 | \$ | \$ 9.44 | | | | | |
| June 22 | Lac La Biche | | | | | | | | | Hub Redesign - Gaming | \$ 2,000.00 |

| Guy Gervais - Associate Vice President of Academics | | | | | | | | | | | |
|--|--------------|-------------------------|----|-----------|---|----------|--|-------------|--|--------------|-----------|
| May 3 | Lac La Biche | Exceutive Meeting | CV | \$ 31.00 | | | | | | | |
| May 10 | Lac La Biche | Operations Meeting | CV | \$ 27.00 | | | | | | | |
| May 17 | Lac La Biche | Exceutive Meeting | CV | \$ 48.50 | | | | | | | |
| May 24 | Lac La Biche | Deans Councill | CV | \$ 37.00 | | | | | | | |
| May 26 | Cold Lake | DHL | | | | | | | | Courier Fees | \$ 18.15 |
| May 27 - Jun 1 | Quebec | CICan 2016 Conference | A | \$ 687.94 | | | | | | Registration | \$ 995.00 |
| | | Transportation | | | | | | | | Taxi | \$ 40.00 |
| | | Travel | CV | \$ 240.26 | S | \$ 85.42 | | \$ 1,566.24 | | Parking | \$ 75.00 |
| June 09 | St. Paul | Community Econ Meeting | | | S | \$ 30.00 | | | | | |
| June 14 | Lac La Biche | OC and ERM Meeting | | | S | \$ 11.00 | | | | | |
| June 21 | Lac La Biche | EC and Various Meetings | CV | \$ 33.01 | S | \$ 11.00 | | | | | |
| June 24 | Lac La Biche | PPRC and Deans Meeting | CV | \$ 36.90 | | | | | | | |
| June 28 | Lac La Biche | Deans Councill | CV | \$ 56.00 | S | \$ 11.00 | | | | | |

| Carrie Froehler - Director of Human Resources | | | | | | | | | | | |
|--|--------------|---------------------------|--|--|--|--|--|--|--|---------|-----------|
| May 31 | Lac La Biche | Flowers - Board & College | | | | | | | | Flowers | \$ 188.90 |

| Tracy Boyde, Vice President Infrastructure and Technology | | | | | | | | | | | |
|--|--------------|--------------------------|----|----------|-------|----------|--|--|--|---------|----------|
| May 11 | St. Paul | Regional Staff Meeting | CV | \$ 55.33 | | | | | | | |
| May 19 | Cold Lake | Regional Staff Meeting | CV | \$ 40.19 | CE | \$ 66.33 | | | | | |
| June 22 - 24 | Edmonton | U of A AAHEIT Conference | CV | \$ 88.65 | | | | | | Parking | \$ 27.75 |
| June 27 | Lac La Biche | Glen Lalonde - Lunch | | | S, CE | \$ 52.83 | | | | | |