

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, 2015 to December 31, 2015

			RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle			Meal Recipient S- Self GO – Governme BA – Business o ST – Student	ent Off or Indumploye Emplo	stry Partner ee/ Board mem yee recognition ent attendees	ber also on trave	Lodging PA - Private Accommodations		D: Other Expens Incidentals, phone, interr parking, per diem, bagga transport, laundry, membe		ernet, faxes, gage, public	
Date Expense Occurred	Location	Purpose	Travel Code/ Expense Amount			Recipient Code (s) (see above)	Ме	eal Receipts	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	,	Amount	
Trent Keough, P	President and CEC)				(see above)					above)				
Nov 12/15	Edmonton	To purchase supplies for Board Retreat	CV	\$	46.00	S	\$	6.79							
Nov 13/15	Cold Lake	Teaching University Studies class	CV	\$	47.26	S	\$	8.14							
Nov 16/15	Frog Lake	Funeral of long time supporter of the College	CV	\$	119.19	S & CE	\$	16.93						•	
Nov 19-20/15	Calgary	CCI President & COPPOA Meetings	A CV	\$	401.36 86.34	S	\$	112.25	\$ 19.00	\$ 223.42		Taxi (x2) Per Diem Parking	\$ \$	192.48 8.00 71.70	
Nov 27/15	Cold Lake	Teaching U/S class and lunch meeting	CV	\$	105.92	S & CE	\$	79.42				Car Wash	\$	14.00	
Dec 2/15	Cold Lake	Teaching U/S class	CV	\$	54.35		Ť								
Dec 2-4/15	Edmonton	Board Retreat		Ħ		S & CE	\$	40.59							
Dec 3-5/15	Edwarts	Regular Board Meeting				S, CE, BOG	\$ ^	1,493.71				Meeting Room &	\$ 2	,754.90	
	Edmonton	Board Retreat				S, CE, BOG	\$ 4	4,910.19		\$ 5,355.16		Equipment			
Dec 11/15	Cold Lake	Lunch for U/S students	CV	\$	42.95	S & ST	\$	109.34							

Dec 14/15	Edmonton	ARDN Meeting & Board meeting with Minister Human Services	CV	\$	66.59	S & ST	\$	3.88				Washer Fluid	\$	5.24
												Parking	\$	3.00
Dec 21/15	Boyle	Visit to Boyle Campus	CV	\$	40.05									•
Dec 22/15	Lac La Biche	Lunch				S & CE	\$	78.73					1	
Dec 23/15	Lac La Biche	Lunch				S & CE	\$	131.77						
Mardere Birkill	, Vice President A	Academics												- <u> </u>
Nov 6/15	St. Paul	Meeting with Blue Quills VPA	CV	\$	33.51									
Nov 12/15	Cold Lake	Meeting with Mayor	PVM	\$	138.00				\$ 11.00					
Nov 19/15	Cold Lake	Electrical Lab Inspection				S	\$	14.25						
Dec 3/15	Edmonton	Board Retreat	CV	\$	49.00	S	\$	2.00				Car Wash	\$	14.00
Tracy Boyde, V	/ice President Infr	rastructure and Technology												
			Α	\$	369.86	S	\$	44.34				Taxi	\$	139.92
Nov 9-10/15	Calgary	AAHEIT & ShareIT/Cybera Meetings	CV	\$	71.04		 			\$	364.84	Parking	\$	25.00
				 						 		Carwash	\$	10.00
Nov 23/15	Cold Lake	Electrical Lab Meeting				S	\$	11.21					†	
Dec 4/15	Edmonton	Board Retreat				S	\$	10.59						
Bey Moghrabi.	Associate Vice-P	resident Student Services/Registrar											<u> </u>	
Dec 4/15	Edmonton	Board Retreat					Τ					Parking	\$	3.00
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Dale Mountain	Chief Financial C	Officer												
Nov 12/15	Banff	Professional Development	CV	\$	44.50	S	\$	21.00		\$	209.02	Banff Pass	\$	136.40
Nov 25-27/15	Calgary	SBO Meeting & PSAB Seminar	CV	\$	124.79	S	\$	37.02		\$	374.70	Car Wash	\$	12.00
Dec 2-4/15	Edmonton	Board Retreat	PVM	\$	202.40	S	\$	22.69						•
	C descentes	Drefessional Development	CV	\$	53.00	S	\$	36.78		\$	280.10	Registration	\$ 1	1,260.00
Dec 16-18/15	Edmonton	Professional Development										Car Wash	\$	12.00
Carrie Froeble	 r, Director Human	Resources		<u> </u>		<u> </u>							<u> </u>	
	<u> </u>		Α	\$	521.06		T			\$ 1	1,081.61	Parking	\$	50.99
Nov 22-27/15	Victoria, BC	Labour Relations Workshop	RC	\$	244.95					 	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Bag Fee	\$	26.25
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Guy Gervais,	Associate Vice Pre	esident of Academics									
Nov 3/15	Lac La Biche	EC & HR Screening	RC	\$ 140.24			\$ ^	11.00			
Nov 5/15	Cold Lake	Cold Lake Faculty Lunch			S, CE	\$ 96.92					
Nov 10/15	Lac La Biche	Operations & Interviews	CV	\$ 63.91			\$ '	11.00			
Nov 16/15	Frog Lake	Funeral	CV	\$ 12.01			\$ '	11.00			
Nov 17/15	Lac La Biche	EC & Coordinators Meeting					\$ ^	11.00			
Nov 24/15	Lac La Biche	Dean's Council & NRT Opening					\$ 3	30.00			
Nov 30/15	Lac La Biche	Meetings - Blue Quills, PPRC, & EC					\$ 3	30.00			
Dec 1/15	Lac La Biche	Meetings	CV	\$ 78.00							
Dec 3-4/15	Edmonton	Board Retreat	PVM	\$ 276.00		\$ 47.20	\$ ^	11.00			
Dec 8/15	Lac La Biche	Meetings	CV	\$ 31.65							
Dec 15/15	Lac La Biche	EC Meeting	CV	\$ 31.55			\$ ^	11.00		Washer Fluid	\$ 4.82