



### 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, 2015 to October 31, 2015

| Date Expense Occurred                  | Location         | Purpose                                      | Travel Method/ Description Code<br>A - Airfare<br>RC - Rental Charges<br>PVM - Personal Vehicle Mileage<br>CV - College Vehicle | Meals for Travel, Hospitality & Working Session<br>Meal Recipient Codes |               |                 | Lodging        |                                | D: Other Expenses |           |
|--|------------------|--|---|---|---------------|-----------------|----------------|--------------------------------|-------------------|-----------|
|  |                  |  |   | Recipient Code (s)<br>(see above)                                       | Meal Receipts | Meal Allowances | Hotel Receipts | Allowances PA (see code above) | Describe Other    | Amount    |
| <b>Trent Keough, President and CEO</b> |                  |  |   |   |               |                 |                |                                |                   |           |
| Sept 3/15                              | Cold Lake        | Teaching University Studies class            | CV  | \$ 49.91  |               |                 |                |                                |                   |           |
| Sept 11/15                             | Cold Lake        | Teaching U/S class & Meeting                 | CV  | \$ 67.71  | S             | \$ 21.98        |                |                                |                   |           |
| Sept 17/15                             | Boyle Campus     | Meeting with Stantec                         | CV  | \$ 55.00  |               |                 |                |                                |                   |           |
| Sept 18/15                             | St. Paul Campus  | Welcome Back Day                             |   |   | S             | \$ 7.23         |                |                                |                   |           |
| Sept 25/15                             | Cold Lake        | Lunch for U/S students                       | CV  | 79.31   | S/ST          | \$ 150.20       |                |                                |                   |           |
| Oct 2/15                               | Camrose          | Rural Alberta Innovation & Learning Commons  | CV  | \$ 77.22  | S/CE          | \$ 153.19       | \$ 138.88      |                                | Fee               | \$ 154.74 |
| Oct 6/15                               | Athabasca        | Meeting with Northern Lights College         | CV  | \$ 73.86  |               |                 |                |                                |                   |           |
| Oct 8/15                               | Boyle Campus     | Meeting with MLA Piquette re:training centre |   |   | S/CE/GO       | \$ 109.43       |                |                                |                   |           |
| Oct 11-16/15                           | Illinois         | Kellogg Course                               | A   | \$ 634.84   | S             | \$ 101.19       | 429.93         |                                | Airport charge    | \$ 195.08 |
|  |                  |  | CV  | \$ 52.68  |               |                 |                |                                | Parking           | \$ 175.00 |
| Oct 19/15                              |                  | Regular Fill                                 | CV  | \$ 55.92  |               |                 |                |                                |                   |           |
| Oct 20/15                              | Fort MacMurray   | Meeting with Minister of Advanced Ed.        | CV  | \$ 84.66  | S             | \$ 5.25         |                |                                | Car Wash          | \$ 42.00  |
| Oct 21/15                              | Boyle & Edmonton | Meeting with ARDN & Minister Transportation  | CV  | \$ 64.58  | S             | \$ 10.25        |                |                                |                   |           |
| Oct 23/15                              | Cold Lake        | Teaching U/S Class                           | CV  | \$ 46.71  | S             | \$ 6.65         |                |                                |                   |           |

| <b>Mardere Birkill, Vice President Academics</b> |                  |   |     |           |      |          |          |           |  |          |          |
|--|------------------|---|-----|-----------|------|----------|----------|-----------|--|----------|----------|
| Sept 16-18/15                                    | Vancouver        | OERu North America Regional Meeting         | A   | \$ 596.66 | S/CE | \$ 89.01 | \$ 56.00 | \$ 446.01 |  | Taxi     | \$ 38.40 |
|  |                  |   | CV  | \$ 58.64  |      |          |          |           |  | Parking  | \$ 50.00 |
|  |                  |   |     |           |      |          |          |           |  | Per Diem | \$ 16.00 |
| Sept 23/15                                       | Edmonton         | Meeting with Advance Education              | CV  | \$ 50.00  | S    | \$ 17.92 |          |           |  | Parking  | \$ 10.00 |
| Sept 25/15                                       | Cold Lake        | Meeting with Staff and Aecom                | PVM | \$ 138.00 | S    |          | \$ 11.00 |           |  |          |          |
| Oct 2/15   | St. Paul         | Program Coordinator Interviews              |     |           | S/CE | \$ 32.12 |          |           |  |          |          |
| Oct 14/15  | Edmonton         | Meeting with Alberta Health Services        | PVM | \$ 202.40 |      |          |          |           |  | Parking  | \$ 16.00 |
| Oct 21/15  | Boyle & Edmonton | Boyle staff & Edmonton airport - to Calgary | PVM | \$ 220.80 |      |          |          |           |  |          |          |
| Oct 21-23/15                                     | Calgary          | SAO Meeting                                 | A   | \$ 425.51 | S    | \$ 91.40 |          | \$ 468.21 |  | Taxi     | \$ 47.38 |

| <b>Tracy Boyde, Vice President Infrastructure and Technology</b> |         |   |   |           |      |           |  |           |  |         |          |
|--|---------|---|---|-----------|------|-----------|--|-----------|--|---------|----------|
| Sept 17/15   | Boyle   | Meeting with Stantec                    |   |           | S/CE | \$ 173.48 |  |           |  |         |          |
| Oct 4-10/15  | Toronto | PD -Rotman Executive Leadership Program | A | \$ 923.11 | S    | \$ 134.66 |  | \$ 933.09 |  | Taxi    | \$ 97.65 |
|  |         |   |   |           |      |           |  |           |  | Parking | \$ 50.99 |

| <b>Bev Moghrabi, Associate Vice-President Student Services/Registrar</b> |          |  |     |             |   |          |           |           |  |           |             |
|--|----------|--|-----|-------------|---|----------|-----------|-----------|--|-----------|-------------|
| Sept 22-26/15  | Toronto  | Sexual Assault for Higher Education Conference | A   | \$ 1,368.31 | S | \$ 59.38 | \$ 49.00  | \$ 807.40 |  | Conf. fee | \$ 1,128.87 |
|  |          |  | PVM | \$ 202.40   |   |          |           |           |  | Taxi      | \$ 127.00   |
|  |          |  |     |             |   |          |           |           |  | Per Diem  | \$ 24.00    |
| Oct 4-7/15   | Quebec   | Caring Canadian Award Ceremony                 | PVM | \$ 202.40   | S |          | \$ 125.00 | \$ 221.25 |  | Per Diem  | \$ 32.00    |
|  |          |  |     |             |   |          |           |           |  | Taxi      | \$ 75.25    |
| Oct 8/15   | St. Paul | Monthly Visit to St. Paul campus               | CV  | \$ 33.00    |   |          | \$ 11.00  |           |  |           |             |

| <b>Carrie Froehler, Director Human Resources</b> |          |                                   |    |           |      |           |  |             |  |             |           |          |
|--|----------|-----------------------------------|----|-----------|------|-----------|--|-------------|--|-------------|-----------|----------|
| Sept 2/15  | St. Paul | Planning Welcome Back Day Meeting | CV | \$ 47.46  | S/CE | \$ 24.41  |  |             |  |             |           |          |
| Sept 17/15                                       | St. Paul | Welcome Back Day Set Up           | CV | \$ 84.91  | S/CE | \$ 145.41 |  |             |  |             |           |          |
| Sept 18/15                                       | St. Paul | Welcome Back Day                  | CV | \$ 38.38  |      |           |  |             |  |             |           |          |
| Oct 4-9/15                                       | Toronto  | HR Strategic Workshop             | A  | \$ 580.50 | S    | \$ 32.70  |  | \$ 1,250.85 |  | Baggage Fee | \$ 52.50  |          |
|  |          |                                   | CV | \$ 50.07  |      |           |  |             |  | Taxi        | \$ 105.00 |          |
|  |          |                                   |    |           |      |           |  |             |  |             | Parking   | \$ 63.85 |
|  |          |                                   |    |           |      |           |  |             |  |             | Car Wash  | \$ 7.00  |
| Oct 23/15  | Red Deer | HRO Meeting                       |    |           | S/BA | \$ 51.87  |  |             |  |             |           |          |

|   |                          |                               |     |           |   |  |          |    |          |          |          |
|---|--------------------------|-------------------------------|-----|-----------|---|--|----------|----|----------|----------|----------|
|   |                          |                               |     |           |   |  |          |    |          |          |          |
| <b>Guy Gervais, Associate Vice President of Academics</b> |                          |                               |     |           |   |  |          |    |          |          |          |
| Sept 8/15   | Lac La Biche             | Meetings                      | PVM | \$ 138.00 | S |  | \$ 11.00 |    |          |          |          |
| Sept 11/15  | Lac La Biche             | Meetings                      |     |           | S |  | \$ 11.00 |    |          |          |          |
| Sept 14/15  | Lac La Biche             | NRT Program Meeting           | CV  | \$ 38.50  |   |  |          |    |          |          |          |
| Sept 15-16/15   | Lac La Biche             | Meetings                      | CV  | \$ 37.50  | S |  | \$ 41.00 | PA | \$ 35.00 |          |          |
| Sept 22/15  | Edmonton                 | CICAN Meeting - International | CV  | \$ 81.51  | S |  | \$ 11.00 |    |          | Parking  | \$ 11.00 |
| Sept 28/15  | Lac La Biche             | Deans Council Meeting         | CV  | \$ 46.01  |   |  |          |    |          |          |          |
| Oct 5/15  | Lac La Biche             | Meetings                      |     |           |   |  | \$ 11.00 |    |          |          |          |
| Oct 6-9/15  | Lac La Biche & Athabasca | Meetings                      | CV  | \$ 104.00 |   |  | \$ 41.00 | PA | \$ 35.00 | Car Wash | \$ 10.00 |
| Oct 14-15/15  | Edmonton                 | ARDN Meeting                  | CV  | \$ 78.15  |   |  |          |    |          |          |          |