



### 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 : July1, 2015 to August 30, 2015

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>										
#####	Lac La Biche	Lunch meeting with management team			S/CE	\$ 198.43				
July 14/15	Lac La Biche	Regular fill and maintenance	CV	\$ 62.35					Bug-b-gone	\$ 15.57
July 15/15	Lac La Biche	Lunch meeting			S/CE	\$ 38.87				
July 22/15	Boyle	Meeting with Stantec			S/CE/BA	\$ 87.56				
August 18/15	Boyle	Visit to Boyle	CV	\$ 59.34					Windshield wiper	\$ 4.50
August 18/15	Lac La Biche	Working lunch			S/CE/BA	\$ 131.06				
August 25/15	Cold Lake	University Studies Course	PVM	\$ 136.16						
August 27/15	St. Paul	St. Paul Orientation Day	CV	\$ 71.05						
<b>Mardere Birkill, Vice President Academics</b>										
July 30/15	Lac La Biche	Lunch			S/CE	78.53				
August 5/15	Leduc	Food Processing Centre	PVM	\$ 276.00			\$ 11.00			
August 7/15	Boyle	Boyle Campus Meeting	PVM	\$ 55.20						
August 17/15	Boyle	Boyle/Enbridge Meeting	PVM	\$ 55.20						

