

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

			PVM - Personal Vehicle Mileage CV - College Vehicle			Meals for Travel, Hospitality & Working Session Meal Recipient Codes S- Selt GO – Government Official BA – Business or Industry Partner ST – Student CE - College Employee/ Board member also on trave CER – College Employee recognition event FRA – Fundraising event attendees BOG – Other Board Members				Lodging PA - Private Accommodations el status		D: Other Expenses Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc.		
Date Expense Occurred	Location	Purpose	Travel Code	Travel Code/ Expense Amount			Meal Receipts		Meal Allowances	Hotel Receipts	Allowances PA (see code	Describe Other	Amount	
						Code (s) (see above)			7 0 0		above)			
	resident and CEO			_		•		-			•			
##############	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									
Mardere Birkill, \	/ice President Ac	ademics												
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			_			_			

August 31/15 Edmonton Advanced Education Meeting PVM \$ 220.80 \$ 39.00 Parking \$ Tracy Boyde, Vice President Infrastructure and Technology July 27/15 Edmonton VC RFP Meeting CV \$ 21.05 Parking \$	August 27/15	Cold Lake	Student Welcome/Hairstyling	PVM	\$ 138.00			\$ 20.00		
Sulp 27/15 Edmonton VC RFP Meeting CV \$ 21.05	August 31/15	Edmonton	Advanced Education Meeting	PVM	\$ 220.80			\$ 39.00	Parking	\$ 14.00
Substitute										
Duly 27/15 Edmonton VC RFP Meeting CV \$ 21.05 Parking \$ Carwash \$	Tracy Boyde, V	ice President Infr	astructure and Technology							
Carrie Froehler, Director Human Resources July 13/15 St. Paul Interviews CV \$ 29.55 S/CE \$ 25.19 \$ 25.12 </td <td></td> <td></td> <td>.</td> <td>CV</td> <td>\$ 21.05</td> <td></td> <td></td> <td></td> <td>Parking</td> <td>\$ 24.00</td>			.	CV	\$ 21.05				Parking	\$ 24.00
St. Paul Interviews									Carwash	\$ 10.00
St. Paul Interviews										
July 14/15	Carrie Froehle	<u>r, Director Human</u>	Resources						 	
St. Paul	July 13/15	St. Paul	Interviews	CV	\$ 29.55	S/CE	\$ 25.19			
Duly 24/15 Cold Lake Interviews CV \$ 31.56	July 14/15	Lac La Biche	Working Lunch			S/CE	\$ 21.29			
July 24/15 Cold Lake Meal for Cold Lake Staff S/CER \$ 70.09 Guy Gervais, Associate Vice President of Academics S/CER \$ 11.00 July 6/15 Lac La Biche NRT Interviews CV \$ 47.00 \$ 11.00 July 8/15 Lac La Biche CSW Interviews \$ 11.00 \$ 11.00 July 21/15 Lac La Biche Business Interviews CV \$ 65.25 \$ 11.00 July 22/15 Cold Lake Working lunch S/CE \$ 40.83	July 21/15	St. Paul	Interviews	CV	\$ 29.00	S/CE	\$ 44.85			
Guy Gervais, Associate Vice President of Academics CV \$ 47.00 \$ 11.00 July 8/15 Lac La Biche CSW Interviews CV \$ 11.00 July 21/15 Lac La Biche Business Interviews CV \$ 65.25 \$ 11.00 July 22/15 Cold Lake Working lunch S/CE \$ 40.83 \$ 40.83	July 24/15	Cold Lake	Interviews	CV	\$ 31.56					
July 6/15 Lac La Biche NRT Interviews CV \$ 47.00 \$ 11.00 July 8/15 Lac La Biche CSW Interviews \$ 11.00 July 21/15 Lac La Biche Business Interviews CV \$ 65.25 \$ 11.00 July 22/15 Cold Lake Working lunch S/CE \$ 40.83	July 24/15	Cold Lake	Meal for Cold Lake Staff			S/CER	\$ 70.09			
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July 8/15 Lac La Biche CSW Interviews \$ 11.00 July 21/15 Lac La Biche Business Interviews CV \$ 65.25 \$ 11.00 July 22/15 Cold Lake Working lunch S/CE \$ 40.83 \$ 11.00	Guy Gervais, A	ssociate Vice Pre	sident of Academics							
July 21/15 Lac La Biche Business Interviews CV \$ 65.25 \$ 11.00 July 22/15 Cold Lake Working lunch S/CE \$ 40.83	July 6/15	Lac La Biche	NRT Interviews	CV	\$ 47.00			\$ 11.00		
July 22/15 Cold Lake Working lunch S/CE \$ 40.83	July8/15	Lac La Biche	CSW Interviews					\$ 11.00		
July 22/15 Cold Lake Working lunch S/CE \$ 40.83	July 21/15	Lac La Biche	Business Interviews	CV	\$ 65.25			\$ 11.00		
August 19/15 Lac La Biche Meeting CV \$ 44.50		Cold Lake	Working lunch			S/CE	\$ 40.83			
	August 19/15	Lac La Biche	Meeting	CV	\$ 44.50					