



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 : Jan 1 - Feb 28, 2017 Expense Disclosure Report

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 Receipts	Allowances PA (see code above)	Describe Other	Amount
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Trent Keough - President and CEO											
Date Expense Occurred	Location	Purpose	Travel Code	Expense Amount	Recipient Code(s)	Meal Receipts	Meal Allowances	Hotel Receipts	Allowances PA	Describe Other	Amount
Jan 10-11	St. P	St. P Regional Staff Mtg.	CV	\$ 66.12						Other	\$ 9.01
Jan 17-20	Edmonton		CV	\$ 65.11						Other	\$ 98.68
Jan 23	Cold Lake	Regional Meeting	CV	\$ 76.51	S/CE	\$ 65.36					
Jan 25	Edmonton	Pipeline Training Center	CV	\$ 77.62							
Jan 26-27	Edmonton	Advisory Group	CV	\$ 47.26	S	\$ 43.16		\$ 155.60			
Jan 30 -Feb 1	Edmonton/ Calgary	CCI Retreat / Motion 2017	CV	\$ 291.86	S	\$ 197.02		\$ 517.76			
			A	\$ 52.50						Transportation	\$ 121.23
Feb 2	ARDN	Edmonton			S/BA	\$ 108.62		\$ 166.82			

Feb 13	Calgary	Advisory Committee	A	\$ 522.11	S	\$ 126.09		\$ 200.96		Parking/Taxi	\$ 147.22
			CV	\$ 153.98							
March 12-15	Calgary	Conference - Norton Rose	A	\$ 264.86							

Nancy Broadbent - Vice President of Academics											
Jan 25	Edmonton	Alberta Energy Mtg.								Parking	\$ 16.00
Feb 14	Buffalo Lake	WEDC Grant Meeeting	CV	\$ 10.54							\$ 10.00
Feb 23	Edmonton	Precise Parklink Inc.									\$ 5.00

Beverley Moghrabi - Associate Vice President of Student Services/Registrar											
Jan 17	Cold Lake	Monthly Meeting			S/CE	\$ 33.82					
Jan 25-27	Red Deer	SSSO Meetings	PVM	\$ 172.04	S/CE	\$ 67.00				Transportation	\$ 36.80
Feb 16	Edmonton	Interviews			S/CE	\$ 47.00					

