

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: Mar 1 - Apr 30, 2017 Expense Disclosure Report

Travel Method/ Description Code A - Airfare	Meals for Travel, Hospitality & Working Session <u>Meal Recipient Codes</u>	Lodging	D: Other Expenses Incidentals, phone, internet, faxes, parking, per diem,
RC - Rental Charges	S- Self	PA - Private Accommodations	baggage, public transport, laundry, membership etc.
CV - College Vehicle	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		

Date Expense Occurred	Location	Purpose	Travel Code	_	pense nount	Recipient Code(s) (see above)	Meal Receip	Meal Allowance	es Ho	otel Reciepts	Allowances PA (see code above)	Describe Other	A	Amount
Trent Keough - Preside	ent and CEO													
Mar 6	Nisku	Rural Homelessness Conf.										Registration	\$	133.11
Mar 9	St. P	St. P Campus Meeting	CV	\$	75.56									
Mar 12 - 15	San Fran	Innovation Conference	CV	\$	65.25	S	\$ 167.	25				Transportation	\$	125.00
			A	\$ 6	531.51				\$	1,497.85		Travel Material	\$	18.43
March 17-18	St. P	Annual Culinary Arts	CV	\$ 1	143.20							Maintenance	\$	161.46
Mar 21-22	Edmonton	Tuition Review Mtg.	CV	\$	70.20	S	\$ 69.	38	\$	264.43				
Mar 26 - 31	Florida	Chair Acadamy	A	\$	26.25	S	\$ 227.	51	\$	1,076.15		Transportation	\$	180.86
April 3	Lac La Biche	Reg Gas Fill	CV	\$	85.93									

April 3 - 4	Leduc	Homelesness Conf	CV		S	\$ 31.52	\$	146.06			
April 6 - 7	Calgary	Stakeholder Mtg	A	\$ 512.66	S	\$ 60.22	\$	200.96	Parking	\$	44.20
			CV	\$ 84.57					Transportation	\$	91.46
April 11-12	Edmonton	Bargaining	CV	\$ 152.67	S	\$ 5.98	\$	298.37	Transportation	Ψ	91.40
April 18-20	Edmonton	Labour Law	CV	\$ 142.12	S/CE	495.61	\$	375.12	Registration	\$	834.75

Nancy Broadbent	- Vice President (of Academics							
Mar 13	St. P / CL	Coordinator Meetings	CV	\$ 50.69				Car Wash	\$ 7.00
Mar 23-24	Edmonton	SAO Meetings			S/CE	\$ 58.75	\$ 401.92		
Mar 29-30	Wainwright	Stakeholders Meeting	CV	\$ 61.84				Car Wash	\$ 9.00
Mar 31	Boyle	HEO Meetings	CV	\$ 16.71					
April 10	Edmonton	Bargaining Conf.					\$ 115.54		

Beverley Moghrabi - A	ssociate Vice Pres	sident of Student Services/Registrar						
Mar 31	Edmonton	Sexual Violence Workshop		S	\$ 30.00	\$ 248.94		

Dale Mountain - Chief	Financial Officer							
April 5	Edmonton	AUPE	CV	\$ 45.07			Parking	\$ 9.00

Guy Gervais - A	Guy Gervais - Associate Vice President of Academics														
Mar 1	St. Paul	Various meetings	CV	\$	60.75	S	\$	11.00							
Mar 2	St. Paul	Various meetings				S	\$	11.00							
Mar 6	St. Paul	PPRC & Various Meetings	CV	\$	67.88	S	\$	11.00							
Mar 7	Lac La Biche	EC Meetings	CV	\$	57.00	S	\$	11.00							
Mar 9	St. Paul	Various Meetins	CV	\$	33.00							Car Wash	\$	9.45	
Mar 10	Lac La Biche	PD Day	PVM	\$	138.00										
Mar 13	St. Paul	Various meetings				S	\$	11.00							
Mar 14	Lac La Biche	Operations / Various Mtgs	CV	\$	56.20	S	\$	11.00				Car Wash	\$	9.45	
Mar 16	St. Paul	Various meetings	CV	\$	27.20	S	\$	11.00				Car Wash	\$	10.00	
Mar 21	Lac La Biche	EC Meetings				S	\$	11.00							

Mar 22	St. Paul	Meetings	CV	\$ 48.01	S	\$ 11.00			
Mar 27	St. Paul	Meetings			S	\$ 11.00			
Mar 28	Lac La Biche	Deans Councill			S	\$ 11.00			
Mar 29	Lac La Biche	Various meetings	CV	\$ 58.00					
Mar 30	St. Paul	Various meetings			S	\$ 11.00			
April 3	Lac La Biche	Various Meetings	CV	\$ 61.70	S	\$ 11.00		Car Was	\$ 9.45
April 6	Lac La Biche	Various Meetings	CV	\$ 32.60	S	\$ 11.00			
April 7	St. Paul	Various meetings	PVM	\$ 115.00					
April 20	Lac La Biche	Various Meetings	CV	\$ 37.00				Car Wash	\$ 9.45
April 21	St. Paul	Various meetings			S	\$ 11.00			
April 28	St. Paul	Various Meetings	CV	\$ 29.00	S	\$ 11.00			

Carrie Froehler -	Director of Human l	Resources						
March 20	Cold Lake	Meetings	CV	\$ 33.88				
April 10	Edmonton	AUPE				\$ 120.99		
April 18-20	Edmonton	Workshop/Labour Law				\$ 354.12		\$ 834.75

Tracy Boyde, Vice	President Infrastructi	ure and Technology					
April 12	Edmonton	Cyber Security Meeting				Parking	\$ 14.00