PORTAGE COLLEGE

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 : November 1, 2016 - December 31, 2016 Expense Disclosure Report

Travel Method/ Description Code	Meals for Travel, Hospitality & Working Session	Lodging	D: Other Expenses
A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle	**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	PA - Private Accommodations	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 Reciepts	Allowances PA (see code above)	Describe Other	Amount
Trent Keough - President and CEO											
Oct 28, 2016	Edmonton	Status of Women - Meeting	CV	$ 76.27	S, BA	$ 45.57				Gifts	$ 32.28
										Parking	$ 33.00
Nov 2-3,6 2016	Edmonton	Post Secondary Governance	CV	$ 183.39				$ 144.82		Parking	$ 22.00
										Maintenance	$ 9.01
Nov 15 - 18, 2016	Illinois - U.S	Corporate Governance	A	$ 1,492.80	S	$ 71.75		$ 689.64		Transportation	$ 241.77
			CV	$ 78.35							
Dec 1 - 2, 2016	St. Paul	Board Retreat	CV	$ 3.97	S, CE	$ 179.29		$ 303.10			

Dec 5, 2016	St. Paul	Community Futures	CV	$ 58.76							
Dec 7, 2016	Edmonton	ARDN Minister Meeting	CV	$ 117.86	S	$ 19.77					
Dec 12, 2016	Edmonton	NDP Government	CV	$ 26.14	S	53.23+3.20		$ 172.44		Parking	$ 38.20
Dec 14, 2016	St. Paul	Board Meeting	CV	$ 106.70							

Nancy Broadbent - Vice President of Academics											
Nov 20-21, 2016	Edmonton	Meetings	PVM	$ 202.40	S	$ 9.00					
Nov 30, 2016	St. Paul	Board Retreat	CV					$ 151.55			
Dec 7-9, 2016	Calgary	SAO Meetings	CV	$ 57.70				$ 229.02			$ 1,926.48
			A	$ 680.92	S, CE	$ 85.19		$ 200.96			

Beverley Moghrabi - Associate Vice President of Student Services/Registrar											
October 17, 2016	St. Paul	Meeting	CV	$ 44.00							

Dale Mountain - Chief Financial Officer											

Guy Gervais - Associate Vice President of Academics											
Nov 8, 2016	Lac La Biche, A	Monthly Meetings	CV	$ 14.00							
Nov 15, 2016	Lac La Biche, A	Monthly Meetings	CV	$ 37.70							
Nov 22, 2016	Lac La Biche, A	Monthly Meetings	CV	$ 33.00							
Dec 1-2, 2016	St. Paul	Monthly Meetings	CV	$ 66.51							
Dec 6-7, 2016	Lac La Biche, A	Monthly Meetings	CV	$ 60.20							
Dec 13, 2016	Lac La Biche, A	Monthly Meetings	CV	$ 36.00							
Dec 20, 2016	Lac La Biche, A	Monthly Meetings	CV	$ 31.00						Maintenance	$ 9.45

Carrie Froehler - Director of Human Resources											

Tracy Boyde, Vice President Infrastructure and Technology											
Nov 14-16, 2016	Calgary	Convergance 2016 Conference	CV	$ 150.95		S	$ 30.20	$ 217.80		Parking	$ 10.00