



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 : March 1, 2018 - April 30, 2018 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) (see above)	Meal Receipts	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount
March 2/18	Lac La Biche	Travel to Cold Lake Campus to teach English Class	CV	\$ 122.74							
March 8/18	Edmonton	ARDN - ROOPH Awards	CV	\$ 87.14		\$ 27.26				Parking	\$ 36.00
March 18-21/18	Washington DC	Innovations Conference	A/CV	\$ 995.34		\$ 188.97		2265.17		Taxi & Parking	\$ 250.00
March 27/18	Edmonton	ARDN Open House	CV	\$ 104.48							
April 3-5/18	Denver, CO	Chair Academy Conference	A/CV	\$ 728.81		\$ 160.45		\$ 460.68		Taxi	\$ 130.20
April 11/18	Lac La Biche	Regular Fill	CV	\$ 108.23							

April 23/18	Edmonton	Rural Stateholder Engagement Session	CV	\$ 104.75		\$ 9.35					
April 27/18	Edmonton	Stantec Meeting	CV							Parking	\$ 15.00
April 29-May 5/18	Toronto ON	IIRP Canada Conference & Training	A/CV	\$ 563.48	S/CE/BA	\$ 1,032.40		\$ 1,050.60		Taxi Parking Airport	\$ 299.07

Nancy Broadbent - Executive Vice President

April 16-18/18	Vancouver BC	HR Leaders West	A	\$ 233.36				\$ 679.16		Registration	\$ 664.00
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Beverley Moghrabi - Associate Vice President of Student Services/Registrar

March 2/18	St. Paul	Funders Meeting	CV	\$ 37.00	S						
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Guy Gervais - Vice President of Academics

March 1/18	Lac La Biche	Restroative Justice Facilitator Training				\$ 30.00			\$ 35.00		
March 2/18	Lac La Biche	Restroative Justice Facilitator Training	CV	\$ 39.79	S/CE	\$ 34.60	\$ 20.00				
March 5/18	Lac La Biche	Meetings	CV	\$ 48.01			\$ 11.00				
March 7-9/18	Lac La Biche	Meetings	CV	\$ 41.00			\$ 11.00		\$ 35.00	Car Wash	\$ 9.24
March 14/18	Lac La Biche	Meetings	CV	\$ 60.00			\$ 11.00				
March 19/18	Edmonton	Stantec Meeting	CV	\$ 60.00			\$ 11.00			Parking	\$ 12.00
March 20/18	Edmonton	Return from Stantec Meeting	CV	\$ 60.00						Car Wash	\$ 9.45
March 21/18	Lac La Biche	Meetings					\$ 30.00		\$ 35.00		

March 22/18	Athabasca	AU Meeting					\$ 9.00				
March 26/18	Lac La Biche	Meetings	CV	\$ 63.30			\$ 11.00				
April 9-10/18	Lac La Biche	Meetings					\$ 39.00		\$ 35.00		
April 12-13/18	Lac La Biche	Meetings					\$ 41.00		\$ 35.00		
April 14/18	Lac La Biche	Meetings	RC	\$ 142.96							
April 20/18	Lac La Biche	Meetings	CV	\$ 35.40			\$ 11.00				
April 24/18	Lac La Biche	Meetings	CV	\$ 36.30							

Tracy Boyde, Vice President Infrastructure and Technology											
March 19/18	Edmonton	Stantec Meeting								Parking	\$ 15.00
March 20/18	Edmonton	Return from Stantec Meeting	CV	\$ 110.99						Car Wash	\$ 10.00
April 25, 2018	Cold Lake	Cold Lake Expansion Meeting			S	\$ 22.24					
April 27, 2018	Edmonton	Stantec Meeting								Parking	\$ 12.00

Carrie Froehler, Director Human Resources											
March 20/18	Edmonton	HR Seminar - Legislative Changes	PVM	\$ 202.40	S/CE	\$ 17.08				Registration & Parking	\$ 286.75
April 11-12/18	Edmonton	2018 Accommodation Law Conference	PVM	\$ 202.40		\$ 158.22		\$ 366.78		Registration	\$ 834.75
April 16-18/18	Vancouver BC	HR Leaders West	A/CV	\$ 314.19		\$ 114.25		\$ 679.16		Registration, Taxi to & from Airport Parking at Edmonton	\$ 869.38
April 29-May 5/18	Toronto ON	IIRP Canada Conference & Training	A/PVM	\$ 755.91		\$ 114.25		\$ 1,142.76		Parking	\$ 105.00
