



**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 : September 1, 2017 - October 31, 2017 Expense Disclosure Report**

<b>Travel Method/ Description Code</b> A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle	<b>Meals for Travel, Hospitality &amp; Working Session</b> <b>Meal Recipient Codes</b> 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	<b>Lodging</b>  PA - Private Accommodations	<b>D: Other Expenses</b> 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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<b>Trent Keough - President and CEO</b>											
Date Expense Occurred	Location	Purpose	Travel Code	Expense Amount	Recipient Code(s)	Meal Receipts	Meal Allowances	Hotel Receipts	Allowances PA	Describe Other	Amount
Sept. 1 - Oct. 31		Regular Gas Fill	CV	\$ 163.10							
Sept. 30, - Oct. 4	Ottawa	CICan Fall Forum	A/CV	\$ 719.49	S	\$ 68.31		\$ 939.27		Registration/Parking	\$ 834.60
Sept 18	Cold Lake	Meetings	CV	\$ 49.15	S/CE	\$ 47.94					
October 5, 2017	Edmonton	Board Retreat								Hosting Room	\$ 1,000.00
October 15-16	Calgary	CCI Retreat	A/CV	\$ 574.83	S	\$ 133.10				Parking	\$ 71.50
October 17-19	Edmonton	Disney Leadership	CV	\$ 82.12	S/CE	\$ 284.49		\$ 333.45		Transportation	\$ 33.00
October 24		Webinar - BOG								Registration for BOG	\$ 1,365.00
October 30	Lac Lac Biche	Working Meeting			S/CE	\$ 9.19					

<b>Nancy Broadbent - Vice President of Academics</b>										
Sptember 18	St. Paul	Meet and Greet			S/CE	\$ 27.61				
October 12-13	Edmonton	SAO Meeting	PVM	\$ 202.40				\$ 178.51		
October 15-16	Calgary	CCI Conference	A	\$ 261.71	S/CE	\$ 143.82		\$ 196.47		
October 18	Bonnyville	NEAAI Graduation	CV	\$ 20.02						
October 23	St. Paul	Meeting	CV	\$ 33.00						

<b>Beverley Moghrabi - Associate Vice President of Student Services/Registrar</b>										
July 5	St. Paul	Various Meetings			S	\$ 11.00				
July 12	Cold Lake	Various Meetings			S/CE	\$ 27.05				
Sept 7	St. Paul	Various Meetings	CV	\$ 28.02	S	\$ 11.00				
Sept 25	St. Paul	Various Meetings	CV	\$ 26.00	S	\$ 11.00				
October 18 - 19		Hosting			S/CE	\$ 87.21				

<b>Dale Mountain - Chief Financial Officer</b>										
October 5-6	Edmonton	SBO Meeting	CV	\$ 36.78	S	\$ 15.20		\$ 143.70		Car Wash & Parking \$ 24.50
October 15-16	Calgary	CCI Retreat	A	\$ 314.21				\$ 223.42		Parking \$ 23.25

<b>Guy Gervais - Associate Vice President of Academics</b>											
August 29	Lac La Biche	Staff Meeting	CV	\$ 35.00	S/CE	\$ 34.38					
September 5- 6	Lac La Biche	Meetings	CV	\$ 33.00	S	\$ 11.00					
September 12 - 13	Lac La Biche	Meetings	CV	\$ 31.01	S	\$ 22.00					
September 20-22	Calgary	ADB Conference	CV	\$ 168.41	S	\$ 69.00		\$ 265.74		Car Wash	\$ 9.45
September 26 - 27	Lac La Biche	Various Meetings	CV	\$ 29.00	S	\$ 11.00					
October 3- 4	Lac La Biche	Various Meetings	CV	\$ 58.00	S	\$ 11.00					
October 10	Lac La Biche	Various Meetings	PVM	\$ 138.00	S	\$ 22.00					
October 13	Lac La Biche	Voyageur Opening Night	PVM	\$ 138.00	S	\$ 19.00					
October 17 - 18	Lac La Biche	Various Meetings	CV	\$ 32.45	S	\$ 11.00					
October 24 - 25	Lac La Biche	Various Meetings	CV	\$ 34.01	S	\$ 11.00					

<b>Tracy Boyde, Vice President Infrastructure and Technology</b>											
October 11-12	Edmonton	CARA Conference	CV	\$ 75.27	S	\$ 25.75				Registration	\$ 106.60
October 15-16	Calgary	CCI Retreat	A	\$ 324.71	S	\$ 41.62		\$ 196.47		Parking & Transportation	\$ 155.41
October 18	Lac La Biche	Hosting Appreciation Lunch			S/CE	\$ 114.56					
October 20	St. Paul	Campus Tours	CV	\$ 31.01	S/CE/BOG	\$ 117.60					
October 24-27	Calgary	Convergence Conference	A	\$ 398.21	S/CE	\$ 281.66		\$ 390.70		Taxi & Baggage	\$ 72.25

October 27-28	Edmonton	ATLE Meeting			\$	\$ 10.17		\$ 390.70		Taxi	\$ 8.00
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<b>Carrie Froehler, Director Human Resources</b>											
September 14-15	Cold Lake	Welcome Back						\$ 141.69			
October 16	Edmonton	Training						\$ 333.45			
October 20	St. Paul	Employee Hosting			S/CE	\$ 21.82					
Oct 27	Calgary	HRO Meeting								Parking	\$ 10.00