



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, 2019 - April 30, 2019 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.
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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
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Nancy Broadbent - Interim President & CEO											
March 19, 2019	Edmonton	ARDN Meeting	CV	\$ 92.08						Car Wash	\$ 12.00
March 21, 2019										Harvard Business Review Subscription	\$ 190.00
March 22, 2019	Edmonton	COPPOA Meeting	CV	\$ 106.81	S	\$ 28.76		\$ 302.00		Car Wash	\$ 11.50
April 4, 2019	Lac La Biche	Commnity Meeting - hosted breakfast			BA	\$ 88.07					
April 23-24, 2019	Edmonton	SingularityU Conference	CV	\$ 90.92				\$ 626.66			

Guy Gervais - Vice President of Academics										
March 1, 2019	Buffalo Lake Metis Settlement	Learning Centre Grand Opening in partnership with Portage College	CV	\$ 49.00						
March 5, 2019	Lac La Biche	EC and JCC Meetings	CV	\$ 37.35	S		\$ 11.00			
March 12, 2019	Lac La Biche	OC and Athletics Awards Banquet	PVM	\$ 138.00	S		\$ 11.00			
March 14, 2019	Lac La Biche	Funders Luncheon	CV	\$ 44.01					Car Wash	\$ 11.50
March 19-20, 2019	Lac La Biche	Various Meetings	CV	\$ 47.60	S		\$ 39.00	\$ 35.00	Car Wash	\$ 11.50
March 26, 2019	Lac La Biche	Deans Council	CV	\$ 41.30	S		\$ 11.00			
April 1-2, 2019	Lac La Biche	Various Meetings	CV	\$ 42.16	S		\$ 11.00			
April 11, 2019	St. Paul	Program Meetings	CV	\$ 29.55						
April 23-24, 2019	Edmonton	Singularity U Conference	CV	\$ 72.65	S		\$ 38.00	\$ 631.16	Per diem	\$ 16.00
April 29 & 30, 2019	Lac La Biche	Various Meetings	CV	\$ 106.02	S		\$ 11.00		Car Wash	\$ 11.50

Tracy Boyde, Vice President Infrastructure and Technology										
March 27, 2019	Cold Lake	Stantec Meeting	CV	\$ 61.91						

Carrie Froehler, Director Human Resources										
March 4, 2019	Cold Lake	PD Leadership Steering Committee Meeting						\$ 141.69		
March 7, 2019	Edmonton	Alberta College Consortium Meeting						\$ 197.98		

March 16, 2019	Lac La Biche	Round Dance Dinner for Volunteers			S/CE	\$ 82.85					
March 19-20, 2019	Cold Lake	Voyage into Restorative Practice Workshop	CV	\$ 46.48	S/CE	\$ 103.37				Car Wash	\$ 12.00
March 28, 2019	Edmonton	PBCO Negotiator Training			S	\$ 15.75		\$ 211.94			
April 9-10, 2019	Cold Lake	Voyage into Restorative Practice Workshop	CV	\$ 55.50	S/CE	\$ 17.85				Car Wash	\$ 12.00
April 23, 2019	Cold Lake	Various Meetings	CV	\$ 58.46	S/CE	\$ 21.91				Car Wash	\$ 12.00
April 25, 2019	Cold Lake	Various Meetings	CV	\$ 40.37							