



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 : July 1, 2018 - August 31, 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.
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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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Nancy Broadbent - Interim President & CEO											
Date Expense Occurred	Location	Purpose	Travel Code	Expense Amount	Recipient Code(s)	Meal Receipts	Meal Allowances	Hotel Receipts	Allowances PA	Describe Other	Amount
July 5, 2018	Lac La Biche	Advanced Education Institutional Meeting			GO/S	\$ 87.25					
July 10, 2018	Bonnyville	CALP Meeting	CV	\$ 117.29	BA/S	\$ 35.58				Car Wash	\$ 14.00
July 20, 2018	Lac La Biche	Executive Committee Retreat			CE/S	\$ 102.74					
July 21, 2018	Cold Lake	Invite from the City of Cold Lake to attend the Air Show	PVM	\$ 136.92							
July 31, 2018	Edmonton	Meeting with Advanced Education - Rod Skura	PVC	\$ 195.96							
August 14, 2018	Lac La Biche	Deans all-day Commercialization Meeting			CE/S	\$ 99.73					
August 23, 2018	Edmonton	Meeting with Minister Sigardson	PVC	\$ 40.00	S	\$ 10.37					

August 28, 2018	Edmonton	COPPOA Meeting	CV	\$ 81.01						Parking Car Wash	\$15.00 \$12.00
August 31, 2018	St. Paul	St. Paul Parade	CV	\$ 78.43			\$ 140.45				

Beverley Moghrabi - Associate Vice President of Student Services/Registrar											
August 21, 2018	Lac La Biche	All Day Student Services Staff Goal Planning Session			CE/S	\$ 56.41					

Guy Gervais - Vice President of Academics											
July 20, 2018	Lac La Biche	Executive Committee Retreat	PVM	\$ 138.00							
July 23, 2018	Lac La Biche	Meetings	PVM	\$ 138.00			\$ 11.00				
July 31, 2018	Lac La Biche	Meetings	CV	\$ 57.25						Car Wash	\$ 10.00
August 14, 2018	Lac La Biche	Deans all-day Commercialization Meeting	CV	\$ 44.70							
August 29, 2018	Lac La Biche	Meetings	CV	\$ 67.25			\$ 11.00			Car Wash	\$ 9.45

Tracy Boyde, Vice President Infrastructure and Technology											
July 11, 2018	Portage College									Project Managemetn Institute membership	\$ 166.95
August 13, 2018	St. Paul	Learning Technology Support Specialist Interviews			CE/S	\$ 20.64					

Carrie Froehler, Director Human Resources

July 12, 2018	Cold Lake	JCC Meeting	CV	\$ 51.40						Car Wash	\$ 12.00
July 26, 2018	Cold Lake	Meetings	CV	\$ 46.29						Car Wash	\$ 10.00