



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, 2018 - December 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) (see above)	Meal Receipts	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount
Nov 2, 2018	St. Paul	Harvest Dinner	PVM	\$ 11.32				\$ 132.49		Car Wash	\$ 10.00
Nov 6, 2018	Buffalo Lake Metis Settlement	Buffalo Lake Metis Settlement Council Meeting	CV	\$ 21.29						Car Wash	\$ 10.00
Nov 15, 2018	Lac La Biche	Restorative Practice Dinner Meeting			S/BA	\$ 80.96					
Nov 17, 2018	St. Paul	Grapes and Grains Event	CV	\$ 93.75				\$ 134.07		Car Wash	\$ 12.00
Nov 23, 2018	Calgary	COOPOA Meeting	A	\$ 370.70				\$ 195.35			
Nov 28 - 30, 2018	Edmonton	Regular Board Mtg & Board Retreat					\$6627.07*	\$5518.92*		AV Rental/	\$430.50*

Dec 6, 2018	Bonnyville	CALP Meeting	CV	\$ 85.22						Car Wash	\$ 14.00
Dec 7, 2018	Leduc	ARDN Meeting	CV	\$ 29.02				\$ 106.65		Car Wash	\$ 12.00
Dec 10, 2018	Calgary	Devon Meeting			S/CE	\$ 21.38					
Dec 13-14, 2018	Various Campus location	Volunteer Recognition Event	CV	\$ 159.84				\$ 255.97		Car Wash & Fluid	\$ 17.45
Dec 20, 2018	Lac La Biche	Regular Fill and Wash	CV	\$ 34.25						Car Wash	\$ 12.00

**Note: food , hotel and AV Rental cost are for Board Retreat - includes all Board members and College Administration that attend the the Board Retreat*

Guy Gervais - Vice President of Academics											
Nov 13-14, 2018	Lac La Biche	Meetings	CV	\$ 69.00						Car Wash	\$ 11.50
Nov 20-21, 2018	Lac La Biche	Meetings	CV	\$ 67.02						Car Wash	\$ 11.50
Nov 28-30, 2018	Edmonton	Board Retreat	CV	\$ 123.40							
Dec 5, 2018	Lac La Biche	BBA Meeting	CV	\$ 35.40						Car Wash	\$ 11.50
Dec 11-12, 2018	Lac La Biche	Meetings	CV	\$ 66.35							
Dec 18, 2018	Lac La Biche	Meetings	CV	\$ 39.80							

Tracy Boyde, Vice President Infrastructure and Technology											
										Conference Fee	\$ 379.00
Nov 15, 2018	Frog Lake	Frog Lake First Naitons Meeting			S/CE	\$ 39.85					
Nov 28-30, 2018	Edmonton	Board Retreat	CV	\$ 95.07							
Dec 14, 2018		ISACA Membership								1 year	\$ 160.00

Carrie Froehler, Director Human Resources

Nov 13, 2018	St. Paul	A Voyage into Restorative Practice Workshop			S/CE	\$ 203.20		\$ 280.58			
Nov 20-22, 2018	Edmonton	AUPE Meeting			S/CE/BA	\$ 257.60		\$ 541.13			