



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, 2018 - October 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											
Sept 5, 2018	Frog Lake	Frog Lake First Nation BBQ	CV	\$ 58.46						Car Wash	\$ 10.00
Sept 10, 2018	Edmonton	CCI Retreat	PVM	\$ 229.08							
Sept 21, 2018	Boyle	Heavy Equipment Operator Program Grad	CV	\$ 35.39							
Oct 24, 2018	Cold Lake	Cold Lake Faculty Meeting	CV	\$ 95.46						Car Wash & Armoral Wipes	\$ 23.00
Oct 25, 2018	St. Paul	St. Paul Faculty Meeting & College Event - Better Together Dinner	CV	\$ 25.26							

Beverley Moghrabi - Associate Vice President of Student Services/Registrar											
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October 15-16, 2018	Toronto	National Conference - Cannabis on Campus						\$ 1,014.07		Conference Registration Per diem	\$1015.87 \$ 32.00
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Guy Gervais - Vice President of Academics											
Sept 4 & 5, 2018	Lac La Biche/Frog Lake	Lac La Biche Meeting & Frog Lake First Nation BBQ	CV	\$ 57.20							
Sept 13-15, 2018	Lac La Biche	Lac La Biche Meetings, Staff Welcome Back & 50 on 50 College Event	CV	\$ 77.40							
Sept 17-18, 2018	St. Paul/Lac La Biche	Meetings	CV	\$ 80.00							
Sept 24, 2018	Edmonton	BBA Meeting	CV	\$ 53.75						Car Wash	\$ 9.45
Sept 25, 2018	Lac La Biche	Meetings	CV	\$ 64.70							
Oct 16, 2018	Lac La Biche	Meetings	CV	\$ 45.45						Car Wash	\$ 9.45
Oct 19, 2018	Lac La Biche	Meetings	CV	\$ 36.00							
Oct 22, 2018	Lac La Biche	Meetings	CV	\$ 37.00							
Oct 25 - 26, 2018	Calgary	SAO & ACOSAO Meetings	CV	\$ 111.76				\$ 326.00			
Oct 30, 2018	St. Paul	Meeting	CV	\$ 55.10							

Tracy Boyde, Vice President Infrastructure and Technology											
Sept 20, 2018	Calgary	AAHEIT Conference	CV	\$ 25.00	S	\$ 11.73		\$ 540.76		Conference Fee	\$ 379.00

Sept 26, 2018	Cold Lake	Cold Lake Infrastructure Needs Assessment Meeting	CV	\$ 72.98							
Oct 26, 2018	Calgary	AAHEIT Conference	CV	\$ 89.02	S	\$ 11.73		\$ 540.76		Conference Fee	\$ 379.00
Oct 30, 2018	Red Deer	AAHEIT Conference	CV	\$ 89.02	S	\$ 29.25		\$ 141.69		Car wash	\$ 12.00

Carrie Froehler, Director Human Resources											
Sept 25, 2018	Edmonton	CIRA - Labour Conference				\$ 33.07				Conference Registration & Membership	\$ 250.00
Oct 2-3, 2018	Cold Lake	A Voyage into Restorative Practice Workshop	CV	\$ 58.28	S/BA	\$ 94.23		\$ 240.33		Car Wash	\$ 12.00
Oct 15-16, 2018	Toronto	National Conference - Cannabis on Campus	CV	\$ 67.85	S/CE	\$ 293.04		\$ 1,014.07		Conference Registration Taxi	\$ 1015.87 \$ 147.40