



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, 2019 - December 31, 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 - President & CEO											
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
November 1, 2019	Calgary	Presidents, Board Chairs & Minister Meeting	CV/A	\$ 623.96	S/BOG	\$ 50.15	\$ 19.00	\$ 245.87		Taxi Parking	\$77.70 \$15.25
November 4-6, 2019	Saskatoon, SK	CiCan Conference - Indigenous Education Symposium	CV/A	\$ 437.40	S	\$ 52.45	\$ 19.00	\$ 500.76		Taxi Parking Car Wash Baggage	\$24.73 \$56.75 \$16.00 \$63.00
November 7, 2019	Edmonton	COPPOA Meeting	CV		S/BA	\$ 43.85		\$ 401.99			
November 19, 2019	Edmonton	Careers Next Generation Mtg	CV	\$ 37.43						Window Washer Fluid Car Wash	\$5.76 \$14.00
November 25, 2019	Smoky Lake	C2C Trees Tour	CV	\$ 35.69						Car Wash	\$ 14.00

Nov 27-29, 2019	Edmonton	Regular Board Mtg & Board Retreat	CV	\$ 74.32				\$6755.44*	\$5378.34*	AV Rental Car Wash	\$378.00* \$16.00
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*Note: food , hotel and AV Rental costs are for Board Retreat - includes all Board members and College Administration that attend the the Board Retreat

November 30, 2019	Lac La Biche	Northern Alberta Hemp Den								Conference Fee	\$ 20.99
December 5-6, 2019	Calgary	COPPOA Meeting	CV/A	\$ 626.98			\$ 38.00	\$ 260.17		Car Wash Parking	\$14.00 \$40.00
December 10, 2019	Buffalo Lake Metis Settlement	Meeting	CV	\$ 29.60							
December 19, 2019	St. Paul	Tour of College Food Science with Saddle Lake First Nation	CV	\$ 43.20						Car Wash	\$ 16.00
Guy Gervais - Vice President of Academics											
November 5, 2019	Lac La Biche	Executive Committee Meeting	CV	\$ 33.40							
November 7-8, 2019	Edmonton	COPPOA/SAO/SBO Minister Meeting & Innotech Prep Meeting	CV	\$ 44.60	S	\$ 30.34	\$ 28.00	\$ 242.53	\$ 35.00	Parking Per diem	\$20.00 \$8.00
November 12, 2019	Lac La Biche	Metis Week Flag Raising & Admin Review Meeting	CV	\$ 54.00							
November 13, 2019	Edmonton	Innotech Confeence	CV	\$ 36.00	S	\$ 41.24	\$ 19.00	\$ 217.24		Car Wash	\$ 11.50
November 19, 2019	Edmonton	Careers Next Generation Mtg	CV	\$ 58.60	S		\$ 19.00			Car Wash	\$ 11.50
Nov 27-29, 2019	Edmonton	Regular Board Mtg & Board Retreat	CV	\$ 53.00		\$ 13.30	\$ 22.00			Per dieum	\$ 16.00
December 3, 2019	Lac La Biche	Executive Committee Mtg.	CV	\$ 70.00	S		\$ 11.00			Car Wash	\$ 11.50

December 4, 2019	Lac La Biche	Meetings	CV	\$ 29.00	S		\$ 11.00				
December 11, 2019	Lac La Biche	Buffalo Lake & Saddle Lake Meetings	CV	\$ 43.37							
December 17, 2019	Lac La biche	Executive Committee Mtg.			S		\$ 11.00				

Carrie Froehler, Vice President People, Planning, and PR

November 8, 2019	Cold Lake	JCC Meeting						\$ 137.33			
November 21, 2019	Calgary	PBCO Training	PVM/A	\$ 618.46	S	\$ 10.27	\$ 47.00	\$ 239.17		Car Wash Taxi	\$10.00 \$46.60

Bev Moghrabi, Vice President Student and College Services

November 8, 2019	Lac La Biche	Experience Essentials Workshop								Registration	\$ 36.75
Nov 27, 2019	Edmonton	Regular Board Mtg			S	\$ 10.06					

Cynthia Quintal, Finance Manager

November 7, 2019	Edmonton	COPPOA/SAO/SBO Minister Meeting	CV	\$ 45.90	S	\$ 11.08				Car Wash	\$ 14.00
Nov 27-29, 2019	Edmonton	Regular Board Mtg & Board Retreat	PVM	\$ 196.88							