



**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, 2020 - August 31, 2020 Expense Disclosure Report**

<b>Travel Method/ Description Code</b> A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle	<b>Meals for Travel, Hospitality &amp; Working Session</b> <b>Meal Recipient Codes</b> 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	<b>Lodging</b> PA - Private Accommodations	<b>D: Other Expenses</b> 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 - President & CEO											
July 17, 2020	Smoky Lake	Metis Crossing Meeting	CV	\$ 76.08							
July 10, 2020	Edmonton	Tribal Chiefs Meeting with Eva John Gladue	CV	\$ 74.61						Windshield wiper fluid Car wash	\$ 11.53 \$ 12.00
August 12 & 13, 2020	Lacombe and Edmonton	Tour of Lacombe School Agricultural Program & Tribal Chiefs Meeting - Frog Lake programming	PVM	\$ 312.80	S		\$ 19.00				

Carrie Froehler - Vice President, People, Planning & Public Relations											
August 25, 2020										Goosechase Membership	\$ 313.95

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