



**Guideline F.2.8 : Appendix D: 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. Meal receipt reimbursement is allowed for Hospitality & Working Sessions.

**Disclosure of Claims for the period: January 1, 2022 to February 28, 2022 Expense Disclosure Report**

Date Expense Occurred	Location	Purpose	Travel Method/ Discription Code		Meals for travel, Hospitality & Working Session			Lodging		D: Other Expenses	
			Travel Code/ Expense Amount	Expense Amount	Meal Recipient Codes	Meal Receipts Only for Hosting & Working Sessions	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount
<b>Carrie Froehler</b>											
1-Feb-22	Cold Lake	Executive Committee Meeting & New Year Check-in with Staff	CV	\$ 83.25							
<b>Cynthia Quintal</b>											
1-Feb-22	Cold Lake	Executive Committee Meeting & New Year Check-in with Staff	PVM	\$ 71.41							
<b>Donna Feledichuk</b>											
15-Feb-22	St. Paul	Executive Committee Meeting & New Year Check-in with Staff	CV	\$ 37.90							