



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: July 1, 2021 to August 31, 2021 Expense Disclosure Report

Date Expense Occurred	Location	Purpose	Travel Method/ Discription Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle		Meals for travel, Hospitality & Working Session			Lodging		D: Other Expenses	
					Meal Receipt 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			PA - Private Accommodations	Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc		
			Travel Code/ Expense Amount	Recipient Code (s) (see above)	Meal Receipts Only for Hosting & Working Sessions	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount	
Nancy Broadbent											
20-Jul-21	Lac La Biche	Board Stakeholder Messaging Working Session			S/BOG	\$ 341.46					
22-Jul-21	Lac La Biche	Vice President Academic Inerview Selection Committee Luncheon			S/CE/Interviewee	\$ 90.50					
23-Jul-21	Lac La Biche	Vice President Academic Inerview Selection Committee Luncheon			S/CE/Interviewee	\$ 73.50					
26-Jul-21	Frog Lake First Nations	Meeting with members of Frog Lake First Nations	CV	\$ 86.32							
4-Aug-21	Cold Lake	Working Session with Frog Lake First Nations	CV	\$ 57.73	S/BA/CE	\$ 102.85					
30-Aug-21	Frog Lake First Nations	Meeting with members of Frog Lake First Nations	CV	\$ 88.92							
Carrie Froehler											
31-Aug-21	Cold Lake	Executive Committee meeting at the Cold Lake	CV	\$ 52.88					Car Wash	\$ 18.00	