

## 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: March 1, 2022 to April 30, 2022 Expense Disclosure Report

			Travel Method/ Discription Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle			Meals for travel, Hospitality & Working Session  Meal Recipient Codes S- Selt 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		
Date Expense Occurred	Location	Purpose	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	A	Amount	
Nancy Broadbent									<u> </u>				
31-Mar-22		Worked from St. Paul Campus	CV	\$	74.15						Car Wash	\$	16.00
11-Apr-22	St. Paul	Worked from St. Paul Campus	CV	\$	109.44								
24-Apr-22	Cold Lake	Attended the City of Cold Lake Mayor's Volunteeer Appreciation Luncheon	CV	\$	126.38						Car Wash	\$	16.00
Carrie Froehler													
1-Mar-22	Lac La Biche	Luncheon of appreciation for assistance towards the campus tragedy				CER	\$ 108.86						
2-Mar-22	Lac La Biche	Luncheon of appreciation for assistance towards the campus tragedy				CER	\$ 209.75						
Cynthia Quintal													
21-Mar-22											CPA Annual Fees	\$	1,092.00
Donna Feledichul	•												
21-Apr-22											SWAAC Membership	5	\$100.00