



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.

Disclosure of Claims for the period: May 1, 2022 to June 30, 2022 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 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			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											
May 9, 2022	St. Paul	Worked from St. Paul Campus	CV	\$ 124.40							
May 11, 2022	St. Paul	Presented at County of St. Paul Council Meeting	CV	\$ 114.01							
June 7, 2022	St. Paul	Frog Lake Year End Celebration	CV	\$ 46.70						Car Wash	\$ 14.00
June 8, 2022	Edmonton	COPPOA Meeting - Annual Planning Session			S			\$ 155.88			
June 16, 2022	Cold Lake	Meeting with Cold Lake City Council	CV	\$ 144.19						Car Wash	\$ 18.00
June 22, 2022	Bonnyville	Meeting with MD of Bonnyville Council	CV	\$ 125.44							
Carrie Froehler											
Mary 2, 2022	St. Paul	Luncheon supplies for Staff Tailgate Event			CER	\$ 333.26					
June 16, 2022	St. Paul	Meeting in St. Paul	CV	\$ 41.65						Car Wash	\$ 12.00
Cynthia Quintal											
May 25, 2022										CPA Course	\$ 1,334.00
June 21, 2022	Vancouver, BC	CPA Coaching - CPA Module 1 Course Support			S					CPA Course Support	\$ 347.00
Donna Feledichuk											
May 6, 2022	Camrose	Pick up Art Pieces	CV	\$ 128.10						Car Wash	\$ 18.00
May 11, 2022	Vermillion	Expansion Grant Announcements	CV	\$ 68.29							
May 22, 2022	Edmonton	Pick up Artist at Edmonton Airport	CV	\$ 77.30						Parking	18.00
June 9, 2022	Cold Lake	PN Pinning Ceremony in Cold Lake	CV	\$ 61.24							
June 22, 2022	St. Paul & Cold Lake	Meetings in St. Paul & Cold Lake	CV	\$ 84.19						Car Wash	\$18.00
Bev Moghrabi											
June 15, 2022	St. Paul	GFL Graduation Ceremony	PVM	\$ 82.80							