



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: November 1, 2021 to December 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 <u>Meal Recipient Codes</u> 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			Lodging PA - Private Accommodations		D: Other Expenses 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											
9-Nov-21	Buffalo Lake Metis Settlement	Attended meeting regarding Pathways	CV	\$ 41.71						Car Wash	\$ 18.00