



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: January 1, 2023 to February 28, 2023 Expense Disclosure Report

Date Expense Occurred	Location	Purpose	Travel Method/ Description 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											
Jan. 10/23	Cold Lake, AB	Cold Lake Campus Nursing Presentation	CV	\$ 79.38							
Jan. 18/23	St. Paul, AB	Hosted Canadians Event	CV	\$ 70.77							
Jan. 22-23/23	Edmonton, AB	Presidents Meeting and Stakeholder Meeting with Minister of Advanced Ed	CV	\$ 114.75			\$ 9.20		\$ 35.00	Per Diem	\$ 8.00
Jan. 31- Feb 2/23	Calgary, AB	CCC President's Meeting	A CV	\$ 499.01 \$ 141.39			\$ 62.30	\$ 358.14	\$ 35.00	Uber Per Diem Parking	\$ 29.00 \$ 8.00 \$ 50.00
Feb. 6/23	St. Paul, AB	Worked at St. Paul Campus; Alberta HUB Meeting	CV	\$ 50.00						Car Wash	\$ 18.00
Feb. 7/23	Cold Lake, AB	Executive Committee Meeting and Meet & Greet with Faculty and Staff, Cold Lake Campus	CV	\$ 50.00							
Bev Moghrabi											
Feb. 7/23	Cold Lake, AB	Executive Committee Meeting & Meet and Greet with Faculty & Staff	CV	\$ 44.00			\$ 11.60			Car Wash	\$ 10.00
Donna Feledichuk											
Feb. 8/23	Lac La Biche	Rental of space for SCS/Academic Planning Retreat								Space Rental	\$ 280.00
Carrie Froehler											
Jan. 13/23	St. Paul, AB	Alumni Meet & Greet				S/CE	\$ 69.60				