



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, 2023 to April 30, 2023 Expense Disclosure Report

Date Expense Occurred	Location	Purpose	Travel Method/ Discription Code		Meals for travel, Hospitality & Working Session			Lodging		D: Other Expenses	
			Travel Code/ Expense Amount	Expense Amount	Meal Recipient Codes (see above)	Meal Receipts Only for Hosting & Working Sessions	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount
Nancy Broadbent											
March 2/23	Edmonton, AB	ASPN Retreat, River Cree Resort & Casino	CV	\$ 107.48				\$ 202.92			
March 3-6/23	Edmonton, AB	ACC/ASPN Talent Symposium, NAIT	CV	\$ 152.22						Parking Fees	\$ 19.50
March 17/23	Buffalo Lake/St. Paul	Buffalo Lake Metis Settlement Visit and Pathways Graduation	CV	\$ 106.29							
March 30/23	St. Paul, AB	Executive Committee Meeting & Staff Meet and Greet	CV	\$ 86.60						Car wash	\$ 12.00
April 20-21/23	Edmonton, AB	Meeting with Deputy Minister, GOA	CV	\$ 152.06						Parking Fee	\$ 10.25
Donna Feledichuk											
March 21/23	St. Paul, AB	Executive Committee Meeting & Staff Meet and Greet	CV	\$ 29.06							
April 20/23	Lac La Biche, AB	Lunch, Snacks & Refreshements for SCS/Academic Planning Retreat (20 staff)			S/CE	\$ 563.46					
April 25, 2023	Goodfish, AB	Executive Committee Tour of Whitefish First Nations Campus	CV	\$ 30.09							
April 26/2023	Frog Lake, AB	Meeting with Frog Lake Council	CV	\$ 92.03						Car wash	\$ 18.00
Carrie Froehler											
March 7/23	Craigend	College and Community Event at the Hall	CV	\$ 9.45							
March 21/23	St. Paul, AB	Executive meeting and meet/greet	CV	\$ 42.88						Car Wash	\$ 12.00
April 4/23	St. Paul, AB	Open House	CV	\$ 33.50							
April 12/23	St. Paul, AB	Meeting at Campus	CV	\$ 28.51							
April 26/23	St. Paul, AB	Admin Support Day	CV	\$ 43.64							
April 28/23	Lac La Biche, AB	VPPC Planning Day Lunch			S/CE	\$ 270.00					