

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: May 1, 2023 to June 30, 2023 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- 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		
Date Expense Occurred	Location	Purpose	Travel Code/ Expense Amount		Recipient Code (s) (see above)	Meal Receipts Only for Hosting & Working Sessions	Meal Allowances	Hotel Receip	s Allowances PA (see code above)	Describe Other	Ai	mount
Nancy Broadbent		•	•									
May 4, 2023	Lac La Biche	Refreshments, snacks & supplies for Board Retreat			S/CE	\$ 95.82						
May 15, 2023	Bonnyville	Bonnyville Trades Exploration	CV	\$ 102.47						Car Wash	\$	12.00
May 26-27/23	St. Paul	Blue Quills Event	cv	\$ 77.12				\$ 17	.47			
June 20, 2023	St. Paul	Blue Quills Sundance Ceremony	cv	\$ 72.76								
June 22-23, 2023	Vermiion	Alberta HUB AGM Meeting	PVM	\$ 102.50				\$ 15	.06			
June 28, 2023	Lac La Biche	Reimbursement of Fuel due to Visa cut-off	CV	\$ 27.00						Car Wash & Washerfluid	\$	27.34
Carrie Froehler			-								-	
May 22-25, 2023	Calgary	CCAE Conference	PVM	\$ 476.56	S	\$ 73.90		\$ 1,19	.80			
June 6-8, 2023	Edmonton	Wester Canadian Fundraising Conference	PVM	\$ 202.40	S	\$ 62.25		\$ 37	.87			
June 23, 2023	St. Paul	Red River Cart Ceremony	CV	\$ 42.33		\$ 34.80				Car Wash	\$	16.00
Donna Feledichuk			-	1	T	1	1	1		1		
May 9/23	St. Paul	St. Paul Campus - Culinary Arts PAC Meeting	CV	\$ 40.71			l			Car Wash	\$	8.00
Cynthia Quintal	T	Γ	1	1	1	1	1	1			-	