



**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, 2022 to December 31, 2022 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	Meal Receipts Only for Hosting & Working Sessions	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount
<b>Travel Method/ Discription Code</b> A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle											
<b>Meals for travel, Hospitality &amp; Working Session</b> <b>Meal Recipient Codes</b> 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											
<b>Lodging</b> PA - Private Accommodations											
<b>D: Other Expenses</b> Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc											
<b>Nancy Broadbent</b>											
Nov. 2, 2022	Saddle Lake, AB	Meeting with KihewAsiniy	PVM	\$ 52.44	S						
Nov. 2, 2022	Cold Lake, AB	Open House	PVM	\$ 69.00	S	\$ 20.75					
Nov. 2, 2022	Lac la Biche, AB	Travel back from Cold Lake Campus	PVM	\$ 68.08	S						
Nov. 15, 2022	Edmonton, AB	Alberta Post Secondary Network	PVM	\$ 97.98	S	Supper provided	\$ 162.67		Uber	\$ 11.17	
Nov. 16, 2022	Lac la Biche, AB	Travel back from Edmonton	PVM	\$ 97.98							
Dec. 7, 2022	St. Paul, AB	Alberta HUB Invest Alberta Workshop	CV	\$ 93.93							
Dec. 16, 2022	St. Paul, AB	Work at St. Paul Campus	CV	\$ 96.37							
<b>Donna Feledichuk</b>											
Nov. 14, 2022	St. Paul, AB	Meeting with external - Lunch			S		\$ 19.43				
Nov. 14, 2022	St. Paul, AB	Meeting with external - Lunch			S/BA		\$ 45.19				
<b>Carrie Froehler</b>											
Nov. 3, 2022	St. Paul, AB	Open House	CV	\$ 52.16							