

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: July 1, 2023 to August 31, 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 Receipts	Allowances PA (see code above)	Describe Other	Amou	unt
Nancy Broadbent												
July 6, 2023	Athabasca/Boyle	College Update Presentations	CV	\$ 107.39								
July 10, 2023	Edmonton	Enforcement Officer Training Stakeholder Meeting	PV	\$ 207.92								
July 13, 2023	Bonnyville	REIP Meeting - Community Futures	CV	\$ 52.04								
July 14, 2023	Goodfish	Goodfish (Whitefish) Meeting	CV	\$ 31.77						Car Wash	\$	\$18.00
July 19, 2023	Cold Lake	Cold Lake First Nation Graduation	CV	\$ 128.85						Car Wash	\$	\$20.00
July 20, 2023	Calgary	Minister's Reception with APSN	PV	\$ 239.66								
Aug. 28-29, 2023 Carrie Froehler	Edmonton	CCC Presidents Retreat	CV	\$ 173.05						Parking & Car Wash	\$	\$44.35
July 27, 2023	Cold Lake	Meeting	cv	\$ 32.94	c	1		1	1	Car Wash	Ś	12.00
Aug. 24, 2023		Welcome Back Planning Meeting	cv	\$ 39.66				1		Car Wash		12.00
Donna Feledichuk			10.	÷ 35.00	<u> </u>					ca. mush	17	12.00
Cynthia Quintal												
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