



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, 2024 to June 30, 2024 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
Nancy Broadbent											
May 1, 2024	Calgary	CICan Conference			S		\$ 20.75			Per Diem	\$ 8.00
May 11, 2024	Red Deer	Athletics Hall of Fame Event						\$ 120.98			
May 23 - 24, 2024	Calgary	Meeting with Premier & Minister	PVM	\$ 595.10	S		\$ 67.00	\$ 148.24			
May 27, 2024	St. Paul	Presentation to Town of St. Paul & other meetings	CV	\$ 122.86	S		\$ 27.00				
May 28, 2024	Cold Lake	Presentation to City of Cold Lake	CV	\$ 73.59			\$ 27.00				
June 11, 2024	Goodfish	Graduation	CV	\$ 45.54						Car Wash	\$ 20.00
June 13, 2024	Bonnyville	Presentation to Town of Bonnyville	CV	\$ 62.82							
June 17, 2024	Edmonton	Meeting & Tour at NAIT/Pick up Presenter at Airport	CV	\$ 116.60	S		\$ 13.00			Parking	\$ 4.50
June 18, 2024	Lac La Biche	Executive Retreat with Consultant			S/BA/CE	\$ 176.25					
June 19, 2024	Edmonton	Farewell Reception for ASPN	CV	\$ 135.85							
June 20, 2024	Edmonton	APSN AGM	CV	\$ 146.00	S		\$ 30.00		\$35.00	Car Wash	\$ 35.75
June 24, 2024	St. Paul/Elk Point	Campus Tour & Presentation to Town of Elk Point	CV	\$ 82.44			\$ 27.00				
June 25, 2025	Bonnyville	Presentation to MD of Bonnyville	CV	\$ 82.44			\$ 17.00				
June 26, 2024	Elizabeth/St. Paul	Elizabeth community BBQ/St. Paul AB HUB Meeting	CV	\$ 88.23							
June 30, 2024	Cold Lake	Cold Lake Parade - College float	PVM	\$ 81.48	S						
Curtis Cadiuex											
May 9 - 11	Olds	ARA Meetings	CV	\$ 142.94			\$ 71.00	\$ 150.44		Car Wash	\$ 18.00
Andre Delaire											
May 24, 2024	Cold Lake	HR Meeting			S		\$ 17.00				
June 2-3, 2024	Edmonton	HR Meeting	PVM	\$ 142.00	S		\$ 27.00				
Donna Feledichuk											

May 1, 2024	Calgary	CICan Conference	PVM	\$ 289.30			\$ 44.00			Per Diem	\$ 8.00
May 14, 2024	Cold Lake	Meeting with City of Cold Lake	CV	\$ 40.47						Car Wash	\$ 18.00
Carrie Froehler											
May 1 - 2, 2024	Calgary	CICan Conference	PVM	\$ 286.55			\$ 323.00	\$ 330.27		Per Diem	\$ 16.00
June 3, 2024	Edmonton	SHRO Meeting	PVM	\$ 242.00	S		\$ 67.00	\$ 148.24			
June 24, 2024	St. Paul/Cold Lake	St. Paul/Cold Lake Community Consultations			S		\$ 44.00	\$ 166.01			
Bev Moghrabi											
May 1, 2024	Calgary	CICan Conference			S		\$ 57.00			Per Diem	\$ 8.00
May 10, 2024	St. Paul	Student Meeting	CV	\$ 36.00	S		\$ 17.00				
May 21, 2024	Edmonton	Meeting with Minister	PVM	\$ 237.60	S		\$ 57.00				
June 17, 2024	St. Paul	Healing to Wellness Meeting			S		\$ 27.00				
June 20, 2024	Bonnyville	Trades Exposure Tour/Meeting	CV	\$ 36.00	S		\$ 17.00				
June 25, 2024	St. Paul/Cold Lake	St. Paul/Cold Lake Community Consultations	CV	\$ 58.00			\$ 57.00				
Donald Moore											
May 5 - 7, 2024	Edmonton	Dean of Trades Conference	CV	\$ 96.06	S		\$ 54.00	\$ 287.08		Parking airport Per Diem	\$ 16.00 \$ 52.50
May 8, 2024	Lac La Biche	Leadership Retreat/PD Day						\$ 180.85			
May 22, 2024	Lac La Biche	Coordinators Retreat	CV	\$ 44.84							
May 27, 2024	Lac La Biche	Porgram Advisory Committee Meetings	PVM	\$ 82.50	S		\$ 27.00				
May 27, 2024	St. Paul	Presentation to Town of St. Paul	PVM	\$ 132.00	S		\$ 27.00				
May 30, 2024	St. Paul/LLB	St. Paul Meetings	PVM	\$ 128.70	S		\$ 17.00				
June 4, 2024	St. Paul	Program Advisory Committee Meeting	CV	\$ 24.21							
June 18, 2024	St. Paul/Lac La Biche	Executive Retreat with Consultant	CV	\$ 48.80							
June 21, 2024	Edmonton	Meeting	PVM	\$ 324.50			\$ 4,300.00			Parking	\$28.35
Cynthia Quintal											
Jun 10 - 11, 2024	Edmonton	SBO's Meeting	PVM	\$ 233.20	S		\$ 54.00	\$ 187.28		Per Diem	\$ 8.00