



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: Nov. 1, 2023 to Dec. 31, 2023 Expense Disclosure Report

Date Expense Occurred	Location	Purpose	Travel Method/ Discription Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle		Meals for travel, Hospitality & Working Session			Lodging		D: Other Expenses	
					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			PA - Private Accommodations	Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc		
			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	Amount	
Nancy Broadbent											
Nov. 1, 2023	Bonnyville	Meeting with Town of Bonnyville	CV \$ 101.96								
Nov. 7, 2023	Edmonton	Meeting with Town of Bonnyville & Talent Symposium	CV \$ 86.75								
Nov. 9, 2023	Edmonton	Balance on Rooms for Board Retreat			S/CE/BOG/ST		\$ 4,704.60				
Nov. 10, 2023	Edmonton	Deputy Minister's Dinner Meeting & Talent Symposium			S		\$ 479.55				
Nov. 15, 2023	Lac La Biche	Deputy Minister's Dinner Meeting & Talent Symposium	CV \$ 109.88						Car Wash	\$ 16.00	
Nov. 20, 2023	Edmonton	Board Regular/Retreat Meeting Meals & Breaks			S/CE/BOG/ST	\$ 3,399.90					
Nov. 25, 2023	Lac La Biche	Meeting with Bonnyville MLA	CV \$ 115.89						Car Wash	\$ 22.00	
Dec. 1, 2023	Edmonton	Board Retreat Supper			S/CE/BOG/ST/BA	\$ 1,144.84					
Dec. 9, 2023	Lac La Biche	Board Retreat Edmonton & St. Paul Meetings	CV \$ 109.01						Washer Fluid	\$ 13.63	
Dec. 12, 2023	Lac La Biche	Cold Lake Meeting	CV \$ 71.87								
Dec. 19, 2023	Lac La Biche	Frog Lake Grad	CV \$ 23.00								
Carrie Froehler											
Nov. 16, 2023	Lac La Biche	St. Paul Flag Raising	CV \$ 48.15								
Nov. 19, 2023	Edmonton	Barganing Meetings			S		\$ 379.34				
Dec. 2, 2023	Lac La Biche	Board Regular & Retreat Meeting in Edmonton	CV \$ 57.73								
Dec. 2, 2023	Lac La Biche	St. Paul Event	CV \$ 96.72						Car Wash	\$ 20.00	
Dec. 11, 2023	Lac La Biche	Cold Lake Meeting	CV \$ 45.58						Car Wash	\$ 14.00	
Donna Feledichuk											
Nov. 1, 2023	Lac La Biche	Janvier Gallery Visit	CV \$ 39.21						Car Wash	\$ 18.00	
Nov. 8, 2023	Lac La Biche	Talent Symposium Edmonton	CV \$ 67.40						Car Washes Parking	\$ 44.00	
Dec. 7, 2023	Lac La Biche	St. Paul Meeting	CV \$ 40.78						Car Wash	\$ 18.00	
Cynthia Quintal											
Nov. 29 & 30, 2023	Edmonton	Board Regular & Retreat Meeting			S	\$ 32.35				\$ 8.00	