PORTAGE COLLEGE

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: Sept. 1, 2023 to Oct. 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	Amount
Nancy Broadbent											
Sept. 7-8, 2023	Edmonton	Meeting with Council of AB Superintendents	PVM	$ 196.88	S	$ 9.20		$ 170.85			
Sept. 12, 2023	Cold Lake	Cold Lake First Nation BBQ/Meeting	CV	$ 87.05							
Sept. 14-15, 2023	Cold Lake	Climate Committee Meeting & Staff Welcome Back Day	CV	$ 104.53	S			$ 173.12		Car Wash	$ 16.00
Sept. 20-21, 2023	Edmonton	RDN Retreat	CV	$ 72.69	S			$ 278.44			
Sept. 26, 2023	Bonnyville	REIP Meeeting	CV	$ 74.62							
Sept. 28, 2023	Edmonton	Advocacy Day at Norquest	CV							Parking	$ 12.35
Oct. 2, 2023	Lac La Biche	Minister Sawhney/BOG/EC Meeting			S/GO/BOG/ST/CE	$ 36.78					
Oct. 3, 2023	Edmonton	Advocacy Day at Norquest	CV	$ 122.65						Car Wash	$ 16.00
Oct. 3, 3023	Cold Lake	Power Up North Conference	CV	$ 101.18				$ 303.60			
Oct. 4, 2023	Edmonton	Deposit on Rooms for Board Retreat			CE/BOG			$ 2,153.60			
Oct. 18, 2023	Cold Lake	Business of the Year Award						$ 186.36			
Oct. 24, 2023	St. Paul	St. Paul Canadiens Hall of Fame event	CV	$ 66.31							
Carrie Froehler											
Sept. 6, 2023	Kikino	Kikino Community BBQ	CV	$ 13.00	S					Car Wash	$ 12.00
Sept. 7, 2023	Buffalo Lake	Buffalo Lake Community BBQ	CV	$ 19.00	S					Car Wash	$ 12.00
Sept. 13, 2023	Cold Lake	Welcome Back Day set-up	CV	$ 65.92							
Sept. 15, 2023	Cold Lake	Welcome Back Day	CV	$ 64.54	S/CE			$ 269.22		Car Wash	$ 12.00
Sept. 20, 2023	Goodfish	Goodfish Community BBQ	CV	$ 32.00						Car Wash	$ 12.00
Oct. 3, 2023	Cold Lake	Power Up North Conference	CV	$ 45.04				$ 259.90		Car Wash	$ 12.00
Oct. 11, 2023	Beaver Lake First Nation	Beaver Lake Community BBQ	CV	$ 13.01						Car Wash	$ 12.00
Oct. 18, 2023	Frog Lake	Frog Lake Community BBQ	CV	$ 49.01						Car Wash	$ 12.00
Oct. 25, 2023	St. Paul	Meetings	CV	$ 30.79							
Donna Feledichuk											
Sept. 4, 2023	Edmonton	Pick up Artist in Residence	CV	$ 76.33						Parking	$ 4.50
Sept. 5, 2023	Lac La Biche	Meeting with U of C Architects			S/CE/BA	$ 143.25					
Sept. 14, 2023	Cold Lake	Climate Committee Meeting	CV	$ 32.28							
Sept. 24-25, 2023	Calgary	CIOT Site Visit	CV		S	$ 83.10				Parking	$ 17.85
Sept. 26-28, 2023	Calgary/Edmonton	Internation Education Symposium & Meeting Edmonton	CV	$ 62.43	S/CE	$ 71.50		$ 1,264.38		Parking	$ 33.00
Sept. 28, 2023	Lac La Biche	Return from Symposium	CV	$ 55.01						Car Wash	$ 18.00
Cynthia Quintal											