



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: January 1, 2025 to February 28, 2025 Expense Disclosure Report

967.96

			Travel Method/ Discription Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle		Meals for travel, Hospitality & Working Session <u>Meal Recipient Codes</u> 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											
Jan. 20, 2025	Lac La Biche	Various Meetings	CV							Car Wash/Wiper	\$ 46.45
Jan. 26, 2025	Lac La Biche	Meetings with LLB County & Saddle Lake	CV	\$ 78.45							
Jan. 30 & 31, 2025	Edmonton	Enforcement Stakesholder meetings	PVM	\$ 233.20	S		\$ 88.00		\$ 35.00		
Feb. 24, 2025	Lac La Biche	Strategic Planning Luncheon with Students			S, ST	\$ 78.65					
Feb. 27, 2025	Edmonton	Budget 2025 Announcement	PVM	\$ 233.20	S		\$ 17.00				
Curtis Cadiuex											
Andre Delaire											
Donna Feledichuk											
Jan. 29-31, 2025	Edmonton	Enforcement Stakeholder meetings	PVM	\$ 242.00	S		\$ 114.00		\$ 105.00	Per Diem	\$ 24.00
Carrie Froehler											
Feb. 6, 2025	Lac La Biche	Leadership Lunch Meeting			S,CE, BA	\$ 380.70					
Feb. 19, 2025	Lac La Biche	RARS Dinner			S, BA	\$ 929.18					
Bev Moghrabi											
Donald Moore											
Jan. 24, 2025	Lac La Biche	Pipe Ceremony - President's Recruitment	CV	\$ 44.17							
Jan. 30, 2025	St. Paul	Staff Meeting	CV	\$ 37.75							
Feb. 6, 2025	Lac La Biche	Leadership Meeting	CV	\$ 50.92							
Feb. 11, 2025	Lac La Biche	LLB Design Workshop	CV	\$ 42.54							

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