



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: September 1, 2024 to October 31, 2024 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											
Sept. 12, 2024	Fishing Lake	Community Barbecue	CV	\$ 113.67							
Sept. 17, 2024	Cold Lake	Kalediscope Event			S			\$ 136.78			
Sept. 27, 2024	Edmonton	Meeting with Architect on LLB Vision Project	PVM	\$ 262.90						Uber	\$54.45
Oct. 1, 2024	Lamont	AlbertaHub Meeting	CV	\$ 124.04							
Oct. 2, 2024	St. Paul	Cultural Event	CV	\$ 86.39	S			\$ 178.51			
Oct. 11, 2024	Frog Lake/Beaver Lake	Community Barbecue	CV	\$ 96.20							
Oct. 22, 2024	Edmonton	DoubleTree Hotel deposit on guest rooms			S, BOG, CE			\$ 2,300.00			
Curtis Cadiuex											
Oct. 22, 2024	Cold Lake	Executive Meeting			S		\$ 17.00				
Oct. 24, 2024	St. Paul	Meeting	CV	\$ 32.54	S		\$ 17.00				
Andre Delaire											
Sept. 11, 2024	Cold Lake	Emergency Drill Day/OHS	PVM	\$ 162.80			\$ 17.00				
Sept. 25, 2024	Lac La Biche	HR Annual Retreat			S, CE	\$ 260.80					
Oct. 22, 2024	Cold Lake	Executive Meeting	CV	\$ 39.91							
Oct. 29, 2024	Edmonton	Field Law Meeting	PVM	\$ 256.30			\$ 54.00	\$ 185.58			
Donna Feledichuk											
Sept. 5, 2024	Cold Lake	Chamber of Commerce Event	CV	\$ 108.76							
Oct. 8 - 9, 2024	Edmonton	ABIE Provnicial Meeting	PVM	\$ 234.30	S		\$ 84.00		\$ 35.00	Parking/Per Diem	\$ 29.46
Oct. 16 - 18, 2024	Calgary	ACOSAO Meetings	PVM	\$ 578.60	S		\$ 142.00	\$ 967.96		Per Diem	\$ 16.00
Oct. 24, 2024	Bonnyville	TEAMS Alberta Meeting	CV	\$ 51.28						Car Wash	\$ 18.00
Oct. 27, 2024	Calgary	CIOT Grad			S			\$ 243.33			

Carrie Froehler											
Sept. 4, 2024	Lac La Biche	HR Strategy Meeting			S,CE, BA	\$ 103.14					
Sept. 6, 2024	Cold Lake	Site Link Prep			S,CE		\$ 54.00				
Sept. 11, 2024	St. Paul	Registration Night			S		\$ 27.00				
Sept. 12, 2024	St. Paul	Community Awareness Night	CV	\$ 76.53							
Sept. 18, 2025	Cold Lake	Site Link Event			S, CE		\$ 81.00				
Sept. 19, 2024	Cold Lake	Site Link Event	CV	\$ 65.35							
Oct. 2, 2025	St. Paul	Multicultural Day			S, CE		\$ 34.00				
Bev Moghrabi											
Donald Moore											
Sept. 16, 2024	Cold Lake First Nation	Community BBQ	CV	\$ 47.75							
Sept. 28, 2024	Lac La Biche	Apprenticeship Day	PVM	\$ 165.00							
Oct. 24, 2024	Boyle	Open House	CV	\$ 47.46							
Cynthia Quintal											
Sept. 23, 2024	Cold Lake	Apprenticeship Day	PVM	\$ 163.35							
Oct. 8, 2024	Cold Lake	GST Audit	CV	\$ 51.00							
Oct. 22, 2024	Cold Lake	Executive Meeting	CV	\$ 54.81						Car Wash	\$ 18.00