



Guideline A1.09: Appendix C: Expense Disclosure Report- For Board Members

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.

Disclosure of Claims for the period

March 1, 2017 to April 30, 2017

			Travel Method/ Description Code		Meals for travel, Hospitality & Working Session			Lodging		D: Other Expenses	
			A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV- Fuel for College Vehicle		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	
Date Expense Occurred	Location	Purpose	Travel Code/ Expense Amount	Recipient Code(s) (see above)	Meal Receipts	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount	
Gayle Desmeules											
March 2, 2017	Lac La Biche	HR Ad Hoc Committee Meeting.	PVM	\$135.24					Electronic Device	\$50	
Roy Ripkens											
Mar 2, 2017	Lac La Biche	Finance/Infrastructure/Risk Committee Meeting and HR Ad Hoc Committee Meeting.	PVM	\$119.60					Stipend for travel	\$50	
									Electronic Device	\$50	
Mar 5-7, 2017	Edmonton	Alberta Rural Education Symposium	PVM	\$249.78	S		\$39	\$70	Stipend for travel	\$50	
Mar 9, 2017	Lac La Biche	Regular Board Meeting.	PVM	\$119.60					Stipend for travel	\$50	
Mar 21, 2017	Edmonton	AE Minister Meeting with Board Chairs	PVM	\$240.10	S		\$29	\$35	Stipend for travel	\$50	
April 1, 2017	Lac La Biche	College’s Sports & Education Dinner	PVM	\$119.60					Stipend for travel	\$50	
April 3, 2017	Lac La Biche	Finance/Infrastructure/Risk Committee Meeting	PVM	\$119.60					Stipend for travel	\$50	
April 27, 2017	Edmonton	ABC Review Discussion with Minister’s Office and Portage College	PVM	\$234.60	S		\$30	\$35	Stipend for travel	\$50	
									Electronic Devise	\$50	
Stan Delorme											
Mar 9, 2017	Lac La Biche	Regular Board Meeting.	PVM	\$43.24					Stipend for travel	\$50	
April 13, 2017	Lac La Biche	Regular Board Meeting	PVM	\$43.24					Stipend for travel	\$50	

Noble Brennan											
Mar 9, 2017	Lac La Biche	Regular Board Meeting.	PVM	\$135.24						Stipend for travel	\$50
Mar 26-28, 2017	Saskatoon, SK	National Congress on Rural Education	PVM	\$411.24				\$330.78			
April 13, 2017	Lac La Biche	Regular Board Meeting	PVM	\$138.00						Stipend for travel	\$50

Darren Pratch											
April 3, 2017	Lac La Biche	Finance/Infrastructure/Risk Committee Meeting.	PVM	\$128.80						Stipend for travel	\$50

Michelle, Wright											
Mar 26-28, 2017	Saskatoon, SK	National Congress on Rural Education	PVM	\$724.50	S		\$117.00	\$342.12		Parking	\$50

Elizabeth Munroe											
April 3, 2017	Lac La Biche	New Board Member Orientation	PVM	\$62.56						Stipend for travel	\$50
April 13, 2017	Lac La Biche	Regular Board Meeting	PVM	\$62.56						Stipend for travel	\$50