



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

This report includes all C 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

January 1, 2019 to February 28, 2019

			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	
Randolph Benson											
January 8, 2019	Lac La Biche	President Selection – First round of Interviews								Electronic Device	\$50
January 30, 2019	Lac La Biche	Board HR Committee & Presidential Candidate Luncheon			S/BOG	\$98.84					
January 31,2019	Lac La Biche	Board HR Committee & Presidential Candidate Luncheon			S/BOG	\$93.74					
February 1, 2019	Lac La Biche	Board HR Committee & Presidential Candidate Luncheon			S/BOG	\$124.68					
February 14, 2019	St. Paul	Portage Market Ribbon Cutting and Regular Board Meeting	PVM	\$118.60						Stipend for Travel	\$50
										Stipend for Electronic	\$50
Michelle Wright											
January 8 & 9, 2019	Lac La Biche	President Selection – First round of Interviews	PVM	\$88.32	S	\$26.01		\$140.61			
January 10, 2019	Lac La Biche	Regular Board Meeting	PVM	\$88.32						Parking	\$15
January 30, 2019	Lac La Biche	President Candidate Forum & Board Interview	PVM	\$108.56							
January 31-Feb 1, 2019	Lac La Biche	President Candidate Forum & Board Interview	PVM	\$108.56				\$130.35			
February 14, 2019	St. Paul	Portage Market Ribbon Cutting and Regular Board Meeting	PVM	\$106.72							

<b>Elizabeth Munroe</b>											
January 17, 2019	Lac La Biche	Planning/Academic/Student Services Committee Meeting	PVM	\$57.04						Stipend for Travel Stipend for Electronic	\$50 \$50
January 30, 2019	Lac La Biche	President Candidate Forum & Board Interview	PVM	\$57.04						Stipend for Travel	\$50
January 31, 2019	Lac La Biche	President Candidate Forum & Board Interview	PVM	\$57.04						Stipend for Travel	\$50
February 14, 2019	St. Paul	Regular Board Meeting	PVM	\$162.00						Stipend for Travel Stipend for Electronic	\$50 \$50
<b>Floyd Thompson</b>											
January 8, 2019	Lac La Biche	President Selection – First round of Interviews	PVM	\$41.40						Stipend for Travel	\$50
January 9, 2019	Lac La Biche	President Selection – First round of Interviews	PVM	\$41.40						Stipend for Travel	\$50
January 10, 2019	Lac La Biche	Regular Board Meeting	PVM	\$41.40						Stipend for Travel	\$50
January 31, 2019	Lac La Biche	Board Interview	PVM	\$41.40						Stipend for Travel	\$50
February 1, 2019	Lac La Biche	President Candidate Forum & Board Interview	PVM	\$41.40						Stipend for Travel	\$50
February 5, 2019	Lac La Biche	Presidential Selection Meeting	PVM	\$41.40							
February 14, 2019	St. Paul	Portage Market Ribbon Cutting and Regular Board Meeting	PVM	\$96.60						Stipend for Travel	\$50
<b>Vicki Schaeffer</b>											
January 10, 2019	Lac La Biche	Regular Board Meeting	PVM	\$139.84						Electronic Device Stipend for Travel	\$50 \$50
January 30, 2019	Lac La Biche	President Candidate Forum & Board Interview	PVM	\$133.03						Stipend for Travel	\$50
January 31, 2019	Lac La Biche	President Candidate Forum & Board Interview	PVM	\$133.03						Stipend for Travel	\$50
February	Lac La Biche	President Candidate Forum & Board Interview	PVM	\$138.00						Stipend for Travel	\$50

1, 2019											
February 14, 2019	St. Paul	Regular Board Meeting	PVM	\$137.08						Electronic Device Stipend for Travel	\$50 \$50

<b>John Orr</b>											
January 10, 2019	Lac La Biche	Regular Board Meeting	PVM	\$128.34						Electronic Device Stipend for Travel	\$50 \$50
January 17, 2019	Lac La Biche	Planning/Academic/Student Services Committee Meeting	PVM	\$128.34						Stipend for Travel	\$50
February 7, 2019	Lac La Biche	Finance/Infrastructure/Risk Committee Meeting	PVM	\$128.24						Stipend for Travel	\$50
February 14, 2019	St. Paul	Regular Board Meeting	PVM	\$64.40						Electronic Device Stipend for Travel	\$50 \$50

<b>Doug Furgason</b>											
January 10, 2019	Lac La Biche	Regular Board Meeting	CV	\$31.44							
January 30, 2019	Lac La Biche	President Candidate Forum & Board Interview	CV	\$28.00							
January 31, 2019	Lac La Biche	President Candidate Forum & Board Interview	CV	\$27.00							

<b>Susan White</b>											
January 10, 2019	Lac La Biche	Regular Board Meeting	PVM	\$143.52						Stipend for Travel	\$50
February 14, 2019	St. Paul	Regular Board Meeting	PVM	\$110.40						Stipend for Travel	\$50

<b>Donna Webster</b>											
February 14, 2019	St. Paul	Regular Board Meeting	PVM	\$118.68						Stipend for Travel	\$50

<b>Lyla Allan</b>											
January 30, 2019	Lac La Biche	President Candidate Forum & Board Interview	PVM	\$69	S		\$19				
January 31, 2019	Lac La Biche	President Candidate Forum & Board Interview			S		\$19				
February 1, 2019	Lac La Biche	President Candidate Forum & Board Interview	PVM	\$69	S		\$19				