



## 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, 2021 to February 28, 2021**

<b>Travel Method/ Description Code</b> A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV- Fuel for College Vehicle	<b>Meals for travel, Hospitality &amp; Working Session</b> <b>Meal Recipient Codes</b> 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	<b>Lodging</b> PA – Private Accommodations	<b>D: Other Expenses</b> Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc
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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
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<b>Randolph Benson</b>										
Jan 6, 2021	On-line	Meeting with Board Chair & President							Stipend for Electronic	\$50
Feb 3, 2021	On-line	Meeting with Board Chair & President							Stipend for Electronic	\$50

<b>Floyd Thompson</b>										
Feb 4, 2021	On-line	Board HR Adhoc Meeting							Stipend for Travel	\$50

<b>Chris Best</b>										
Jan 14, 2021	On-line	Regular Board Meeting							Stipend for Electronic	\$50

<b>Vicki Schaeffer</b>										
Jan 14, 2021	On-line	Regular Board Meeting							Stipend for Electronic	\$50

<b>John Orr</b>										
Jan 14, 2021	On-line	Regular Board Meeting							Stipend for Electronic	\$50

<b>Pamela Cameron</b>										
Jan 14, 2021	On-line	Regular Board Meeting							Stipend for Electronic	\$50