



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.

Meal receipt reimbursement is allowed for Hospitality & Working Sessions.

Disclosure of Claims for the period

Insert date

Date Expense Occurred	Location	Purpose	Travel Method/ Description Code		Meals for travel, Hospitality & Working Session			Lodging		D: Other Expenses	
			Recipient Code(s) (see above)	Travel 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
Travel Method/ Description Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage											
Meals for travel, Hospitality & Working Session 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											
Lodging PA – Private Accommodations											
D: Other Expenses Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc											
Randolph Benson											
July 20, 2021	Lac La Biche	Board Stakeholder Messaging Working Session								Stipend for Electronic	\$50
Floyd Thompson											
July 20, 2021	Lac La Biche	Board Stakeholder Messaging Working Session	PVM	\$41.40						Stipend for Travel	\$50
Vicki Schaeffer											
July 20, 2021	Lac La Biche	Board Stakeholder Messaging Working Session	PVM	\$135.05						Stipend for Electronic	\$50
Brian Rudyk											
July 20, 2021	Lac La Biche	Board Stakeholder Messaging Working Session	PVM	\$92.00						Stipend for Travel	\$50
Ruth Isley											
July 20, 2021	Lac La Biche	Board Stakeholder Messaging Working Session	PVM	\$118.68							
Geoff Sander											
July 20, 2021	Lac La Biche	Board Stakeholder Messaging Working Session	PVM	\$138.00							