

## Guideline A1.09: Appendix C: 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.

Disclosure of Claims for the period: January 1, 2016 to February 29, 2016

			A - Airfare RC - Rental PVM - Perso	RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle			Meals for Travel, Hospitality & Working Session  Meal Recipient Codes S- Selt GO – Government Official BA – Business or Industry Partner ST – Student CE - College Employee/ Board member also on trave CER – College Employee recognition event FRA – Fundraising event attendees BOG – Other Board Members					Lodging PA - Private Accommodations el status			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)	Ме	eal Receipts	Meal Allowances	Hote	l Receipts	Allowances PA (see code above)	Describe Other Amount		Amount			
Trent Keough, F	President and CEC		•			(**************************************				1							
Jan 5/16	St. Paul	Event Meeting	CV	\$	53.18	S	\$	8.14									
Jan 13/16	St. Paul	Regional Staff Meeting	CV	\$	91.00	S, CE	\$	70.33									
Jan 19/16	Lac La Biche	Lunch meeting				S, CE	\$	49.62									
Jan 25/16	Cold Lake	Regional Staff Meeting	CV	\$	55.26	S, CE	\$	12.79									
Feb 1-2/16	Calgary	Meetings with CEPA & Enbridge	Α	\$	427.61	S, CE	\$	157.14		\$	234.64		Taxi	\$	110.16		
			CV	\$	63.54								Parking	\$	48.40		
Feb 22/16	St. Paul & Cold Lake	Budget Meetings	CV	\$	42.66	S, CE	\$	66.17									
Mardere Birkill,	Vice President Ac	ademics															
Jan 21-22/16	Edmonton	E-Campus Meeting								\$	234.64		Parking	\$	3.50		
Jan 29/16	Lac La Biche	Dean's Planning Day Meeting				S, CE	\$	98.54					Ŭ				
Feb 4/16	Edmonton	Meetings with VPA Grant MacEwan, Advanced Education & AIT	PVM	\$	235.00				\$ 28.00				Parking	\$	9.00		

Tracy Boyde, Vid	e President Infr	astructure and Technology										
Bev Moghrabi, A	ssociate Vice-P	resident Student Services/Registrar										
Jan 27-29/16	Edmonton	SSSO Meeting							\$ 68.00	261.06	Taxi	\$ 15.00
											Per Diem	\$ 16.00
Dale Mountain, (	Chief Financial C	Officer										
Feb 19/16	St. Paul	Meeting	CV	\$	15.00							
Carrie Froehler,	Director Human	Pagaurage										
·			Α	\$	811.65	ls	\$	64.30		\$ 1,364.54	Taxi	\$ 81.82
Feb 21-16/16	Ottawa	Fact Finding Conference		+	000		+			Ψ 1,00 110 1	Parking	\$ 51.26
											J	
,		sident of Academics		1								
Jan 5/16	Lac La Biche	Various meetings	CV	\$	32.00				\$ 11.00			
Jan 12/16	Lac La Biche	Operations Meeting	CV	\$	37.99				\$ 11.00		Carwash	\$ 12.00
Jan 15/16	Cold Lake	Lunch Meeting with VPA				S, CE	\$	25.78				
Jan 19/16	Lac La Biche	Executive Committee Meeting	CV	\$	35.00				\$ 11.00			
Jan 21/16	Lac La Biche	Budget Meeting	CV	\$	31.30				\$ 11.00			
Jan 29/16	Lac La Biche	Deans Planning Day	PVM	\$	138.00							
Feb 1/16	Lac La Biche	Meetings	CV	\$	29.00							
Feb 3/16	Lac La Biche	Deans Meeting & meeting with President	CV	\$	27.00							
Feb 6/16	Lac La Biche	Budget Meeting				S	\$	22.00				
Feb 7/16	Lac La Biche	Meetings				S	\$	11.00				
Feb 8-9/16	Lac La Biche	Budget Meeting & Operations Meeting	CV	\$	43.00						Carwash	\$ 9.45
Feb 16/16	Lac La Biche	Executive Committee Meeting	CV	\$	23.00						Carwash	\$ 10.00
		Executive Committee Meeting, Deans Council,										
Feb 23-24/16	Lac La Biche	Academic Council	CV	\$	51.00						Carwash	\$ 15.66
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