



**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 : May 1, 2016 to June 30, 2016**

<b>Travel Method/ Description Code</b> A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - 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)	Describe Other	Amount
<b>Trent Keough - President and CEO</b>											
May 6	Cold Lake	Business Case Student	CV	\$ 34.43	S, ST, CE	\$ 127.03					
May 10 - 11	Edmonton	Restorative Practices Workshop								Registration	\$ 350.00
May 11	St. Paul	Regional Staff Meeting	CV	\$ 54.61	S	\$ 49.69					
May 16 - 18	Ottawa	CICAN	A/CV	\$ 815.82	S	\$ 48.98				Parking	\$ 131.55
May 28	Lac La Biche	Regular Gas Fill	CV	\$ 133.46							
May 31	Lac La Biche	Regular Gas Fill	CV	\$ 125.99							
June 9	Lac La Biche	Regular Gas Fill	CV	\$ 58.47							
June 10	Lac La Biche	Regular Gas Fill	CV	\$ 66.60							
June 11	Lac La Biche	Regular Gas Fill	CV	\$ 38.90						Car Wash	\$ 55.60
June 13	Lac La Biche	Regular Gas Fill	CV	\$ 93.04							
June 26	Lac La Biche	Regular Gas Fill	CV	\$ 89.28							

<b>Nancy Broadbent - Vice President of Academics</b>											
June 13	Cold Lake	Advisory Committee Meeting	CV	\$ 44.89	S, BA, CE	\$ 283.50					
June 20	St. Paul	Advisory Committee Meeting	CV	\$ 30.13							

<b>Beverly Moghrabi - Associate Vice President of Student Services/Registrar</b>											
May 5	St. Paul	Meeing	CV	\$ 23.40							
May 9 - May 13	Edmonton	Restorative Justice Training	PVM	\$ 105.34		\$	\$ 186.00	\$ 571.68		Tuition	\$ 682.00
										Taxi	\$ 90.86
May 17	Banff	Banff Center Cancellation Fee								Cancellation Fee	\$ 144.53
June 20	St. Paul	Meetings	CV	\$ 30.15							

<b>Dale Mountain - Chief Financial Officer</b>											
May 7 - May 16	Banff	CFO Leadership Conference	CV	\$ 120.80	S	\$ 85.97				Parking	\$ 117.60
May 30										CPA Member Fees	\$ 1,103.55
June 6	St. Paul	Hub Redesign	CV	\$ 37.53	S	\$ 9.44					
June 22	Lac La Biche									Hub Redesign - Gaming	\$ 2,000.00

<b>Guy Gervais - Associate Vice President of Academics</b>											
May 3	Lac La Biche	Exceutive Meeting	CV	\$ 31.00							
May 10	Lac La Biche	Operations Meeting	CV	\$ 27.00							
May 17	Lac La Biche	Exceutive Meeting	CV	\$ 48.50							
May 24	Lac La Biche	Deans Councill	CV	\$ 37.00							
May 26	Cold Lake	DHL								Courier Fees	\$ 18.15
May 27 - Jun 1	Quebec	CICan 2016 Conference	A	\$ 687.94						Registration	\$ 995.00
		Transportation								Taxi	\$ 40.00
		Travel	CV	\$ 240.26	S	\$ 85.42		\$ 1,566.24		Parking	\$ 75.00
June 09	St. Paul	Community Econ Meeting			S	\$ 30.00					
June 14	Lac La Biche	OC and ERM Meeting			S	\$ 11.00					
June 21	Lac La Biche	EC and Various Meetings	CV	\$ 33.01	S	\$ 11.00					
June 24	Lac La Biche	PPRC and Deans Meeting	CV	\$ 36.90							
June 28	Lac La Biche	Deans Councill	CV	\$ 56.00	S	\$ 11.00					

<b>Carrie Froehler - Director of Human Resources</b>											
May 31	Lac La Biche	Flowers - Board & College								Flowers	\$ 188.90

**Tracy Boyde, Vice President Infrastructure and Technology**

May 11	St. Paul	Regional Staff Meeting	CV	\$ 55.33							
May 19	Cold Lake	Regional Staff Meeting	CV	\$ 40.19	CE	\$ 66.33					
June 22 - 24	Edmonton	U of A AAHEIT Conference	CV	\$ 88.65						Parking	\$ 27.75
June 27	Lac La Biche	Glen Lalonde - Lunch			S, CE	\$ 52.83					