



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 : November 1, 2015 to December 31, 2015

			Travel Method/ Description Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle		Meals for Travel, Hospitality & Working Session <u>Meal Recipient Codes</u> 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.	
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
Trent Keough, President and CEO											
Nov 12/15	Edmonton	To purchase supplies for Board Retreat	CV	\$ 46.00	S	\$ 6.79					
Nov 13/15	Cold Lake	Teaching University Studies class	CV	\$ 47.26	S	\$ 8.14					
Nov 16/15	Frog Lake	Funeral of long time supporter of the College	CV	\$ 119.19	S & CE	\$ 16.93					
Nov 19-20/15	Calgary	CCI President & COPPOA Meetings	A	\$ 401.36	S	\$ 112.25	\$ 19.00	\$ 223.42		Taxi (x2)	\$ 192.48
			CV	\$ 86.34					Per Diem	\$ 8.00	
									Parking	\$ 71.70	
Nov 27/15	Cold Lake	Teaching U/S class and lunch meeting	CV	\$ 105.92	S & CE	\$ 79.42				Car Wash	\$ 14.00
Dec 2/15	Cold Lake	Teaching U/S class	CV	\$ 54.35							
Dec 2-4/15	Edmonton	Board Retreat			S & CE	\$ 40.59					
Dec 3-5/15	Edmonton	Regular Board Meeting			S, CE, BOG	\$ 1,493.71				Meeting Room & Equipment	\$ 2,754.90
		Board Retreat			S, CE, BOG	\$ 4,910.19		\$ 5,355.16			
Dec 11/15	Cold Lake	Lunch for U/S students	CV	\$ 42.95	S & ST	\$ 109.34					

Dec 14/15	Edmonton	ARDN Meeting & Board meeting with Minister Human Services	CV	\$ 66.59	S & ST	\$ 3.88				Washer Fluid	\$ 5.24
										Parking	\$ 3.00
Dec 21/15	Boyle	Visit to Boyle Campus	CV	\$ 40.05							
Dec 22/15	Lac La Biche	Lunch			S & CE	\$ 78.73					
Dec 23/15	Lac La Biche	Lunch			S & CE	\$ 131.77					

Mardere Birkill, Vice President Academics

Nov 6/15	St. Paul	Meeting with Blue Quills VPA	CV	\$ 33.51							
Nov 12/15	Cold Lake	Meeting with Mayor	PVM	\$ 138.00			\$ 11.00				
Nov 19/15	Cold Lake	Electrical Lab Inspection			S	\$ 14.25					
Dec 3/15	Edmonton	Board Retreat	CV	\$ 49.00	S	\$ 2.00				Car Wash	\$ 14.00

Tracy Boyde, Vice President Infrastructure and Technology

[illegible]

Bev Moghrabi, Associate Vice-President Student Services/Registrar

[illegible]

Dale Mountain, Chief Financial Officer

[illegible]

Carrie Froehler, Director Human Resources

[illegible]

Guy Gervais, Associate Vice President of Academics											
Nov 3/15	Lac La Biche	EC & HR Screening		RC	\$ 140.24			\$ 11.00			
Nov 5/15	Cold Lake	Cold Lake Faculty Lunch				S, CE	\$ 96.92				
Nov 10/15	Lac La Biche	Operations & Interviews		CV	\$ 63.91			\$ 11.00			
Nov 16/15	Frog Lake	Funeral		CV	\$ 12.01			\$ 11.00			
Nov 17/15	Lac La Biche	EC & Coordinators Meeting						\$ 11.00			
Nov 24/15	Lac La Biche	Dean's Council & NRT Opening						\$ 30.00			
Nov 30/15	Lac La Biche	Meetings - Blue Quills, PPRC, & EC						\$ 30.00			
Dec 1/15	Lac La Biche	Meetings		CV	\$ 78.00						
Dec 3-4/15	Edmonton	Board Retreat		PVM	\$ 276.00		\$ 47.20	\$ 11.00			
Dec 8/15	Lac La Biche	Meetings		CV	\$ 31.65						
Dec 15/15	Lac La Biche	EC Meeting		CV	\$ 31.55			\$ 11.00		Washer Fluid	\$ 4.82