



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 : Jan 1 - Feb 28, 2017 Expense Disclosure Report

Travel Method/ Description Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle	Meals for Travel, Hospitality & Working Session	Lodging PA - Private Accommodations	D: Other Expenses Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc.
	<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		

Date Expense Occurred	Location	Purpose	Travel Code	Expense Amount	Recipient Code(s) (see above)	Meal Receipts	Meal Allowances	Hotel Reciepts	Allowances PA (see code above)	Describe Other	Amount
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Trent Keough - President and CEO											
Jan 10-11	St. P	St. P Regional Staff Mtg.	CV	\$ 66.12						Other	\$ 9.01
Jan 17-20	Edmonton		CV	\$ 65.11						Other	\$ 98.68
Jan 23	Cold Lake	Regional Meeting	CV	\$ 76.51	S/CE	\$ 65.36					
Jan 25	Edmonton	Pipeline Training Center	CV	\$ 77.62							
Jan 26-27	Edmonton	Advisory Group	CV	\$ 47.26	S	\$ 43.16		\$ 155.60			
Jan 30 -Feb 1	Edmonton/ Calgary	CCI Retreat / Motion 2017	CV	\$ 291.86	S	\$ 197.02		\$ 517.76			
Feb 1-2	Calgary	Conference - Norton Rose	A	\$ 264.86							
Feb 2	ARDN	Edmonton			S/BA	\$ 108.62		\$ 166.82			

Feb 13	Calgary	Advisory Committee	A	\$ 522.11	S	\$ 126.09		\$ 200.96		Parking/Taxi	\$ 147.22
			CV	\$ 153.98							
Feburary 26	Edmonton	Stakeholders Meeting	CV	\$ 84.87	S	\$ 2.59					

Nancy Broadbent - Vice President of Academics											
Jan 25	Edmonton	Alberta Energy Mtg.								Parking	\$ 16.00
Feb 14	Buffalo Lake	WEDC Grant Meeeting	CV	\$ 10.54							\$ 10.00
Feb 23	Edmonton	Precise Parklink Inc.									\$ 5.00

Beverley Moghrabi - Associate Vice President of Student Services/Registrar											
Jan 17	Cold Lake	Monthly Meeting			S/CE	\$ 33.82					
Jan 25-27	Red Deer	SSSO Meetings	PVM	\$ 172.04	S/CE	\$ 67.00				Transportation	\$ 36.80
Feb 16	Edmonton	Interviews			S/CE	\$ 47.00					

Dale Mountain - Chief Financial Officer											
Feb 2-3	Calgary	SBO Meeting	CV	\$ 118.61	S	\$ 13.25				Other	\$ 12.00

Guy Gervais - Associate Vice President of Academics											
Jan 10 - 26	Lac La Biche/ Cold Lake / St. P	Monthly Meetings	CV	\$ 86.03	S/CE	\$ 67.58				Other	\$ 9.45
			PVM	\$ 138.00							
Jan 19-20	St. Paul	Interviews	CV	\$ 99.47	S/CE	\$ 40.46					
Feb 1	Lac La Biche	Meetings	CV	\$ 36.00							
Feb 1	Lac La Biche	Various Meetings	CV		S	\$ 11.00					
Feb 6	Lac La Biche	Budget Meetings			S	\$ 11.00					
Feb 6-7	Lac La Biche	Budget / Executive Mtg.	CV	\$ 71.00							
Feb 7	Lac La Biche	EC Meeting			S	\$ 11.00					
Feb 9	Lac La Biche	SP			S	\$ 11.00					
Feb 9- 13	St. Paul	Meetings	CV	\$ 65.30							
Feb 14-15	Lac La Biche / St. P	Meetings	CV	\$ 65.50						Other	\$ 9.45
Feb10	Lac La Biche	SP			S	\$ 11.00					

