



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 : July 1, 2016 to August 31, 2016

Travel Method/ Description Code	Meals for Travel, Hospitality & Working Session	Lodging	D: Other Expenses
A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle	<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	PA - Private Accommodations	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 Reciepts	Allowances PA (see code above)	Describe Other	Amount
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Trent Keough - President and CEO											
July 3-14, 2016	Lac La Biche	Vehical Feul	CV	\$ 241.31						Vehical Maintenance	\$ 6.80
July 9, 2016	St. Paul									Sympathy Flowers	\$ 84.00
Aug 2-12, 2016	Lac La Biche	Vehical Fuel	CV/PVM	\$ 316.34						Vehical Maintenance	\$ 226.55
Aug 8, 2016	Lac La Biche				S, CE	\$ 30.33				Amazon Novels	\$ 107.12
Aug 11, 2016										Marketing Prints	\$ 339.90
Aug 19, 2016		The Academy Conference								Registration	\$ 585.00
Aug 25, 2016										Amazon Novels	\$ 990.43
Aug 26, 2016										Board Retreat	\$ 300.37

Nancy Broadbent - Vice President of Academics											
Aug 17-19, 2016	Calgary	SAO Subcommittee	PMV	\$ 472.88							

Beverley Moghrabi - Associate Vice President of Student Services/Registrar											
July 14, 2016	Lac La Biche	Annual Gold Tournament								Ice for Golf tournament	\$ 83.15
July 17, 2016	Cold Lake	Meetings	CV	\$ 34.00							
Aug 31, 2016	Lac La Biche	Canoe fest								Tent Fees	\$ 260.00

Dale Mountain - Chief Financial Officer											
July 5, 2016	Edmonton										
July 6, 2016	St. Paul	Vending Trip	CV	\$ 71.27	\$	\$ 7.26				Vehical Maintenance	\$ 12.00
August 5, 2016	Boyle	Gas	CV	\$ 13.99							
Aug 8, 2016										Grill Material	\$ 302.40
Aug 9-15, 2016										Logos	\$ 173.43
Aug 14, 2016										Cleaning Supplies	\$ 44.86
Aug 15, 2016										Gift Supplies - Grand Opening	\$ 607.30

Guy Gervais - Associate Vice President of Academics											
Aug 24, 2016	Lac La Biche	Faculty Negotiations	CV	\$ 30.75						Car Maintenance	\$ 10.00

Carrie Froehler - Director of Human Resources											
July 12, 2016	St. Paul	Meetings			S	\$ 8.78					
			PVM	\$ 37.65							
Aug 26- 28, 2016	Cold Lake	Interviews / Welcome Back	CV	\$ 77.68	S, CE	\$ 44.98				Supplies	\$ 339.88
Aug 29, 2016	Lac La Biche	Team Meeting - Hosting			S, CE	\$ 120.98					

Tracy Boyde, Vice President Infrastructure and Technology											
July 1, 2016	Online	Business Continuity								Registration	\$ 268.74
July 5, 2016	St. Paul	Vending Trip	S, CE	\$ 31.47							
July 14, 2016										PMI Registration	\$ 222.28
July 18, 2016										Educause Registration	\$ 749.45
August 8, 2016										Publishing for Grill	\$ 32.29