



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, 2017 - June 30, 2017 Expense Disclosure Report

Travel Method/ Description Code	Meals for Travel, Hospitality & Working Session	Lodging	D: Other Expenses
A - Airfare	<u>Meal Recipient Codes</u>		
RC - Rental Charges	S- Self	PA - Private Accommodations	Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc.
PVM - Personal Vehicle Mileage	GO – Government Official		
CV - College Vehicle	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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Nancy Broadbent - Vice President of Academics

April 27, 2017	St. Paul	NAFMA AGM	CV	\$ 35.48							
May 11, 2017	Cold Lake	Community Advisory			S/BA	\$ 315.00					
May 12, 2017	Boyle	Community Advisory	CV	\$ 18.39	S/BA	\$ 143.34					
May 15, 2017	Cold Lake	NAIT Presentation	CV	\$ 30.95							
May 28- 30, 2017	Calgary	SAO Meetings	A / PVM	\$ 526.06	S	\$ 19.95		\$ 311.04			
June 5, 2017	Lac La Biche	Joint Advisory Committee			S/BA	\$ 249.29					

Beverley Moghrabi - Associate Vice President of Student Services/Registrar

May 9 - 11, 2017	Athabasca	Student Conference	CV	\$ 46.00							
May 24, 2017	St. Paul	Staff Meeting	CV	\$ 28.00							
May 25, 2017	Cold Lake	Training and Meeitngs	CV	\$ 35.02	S, CE	\$ 48.32					
June 15-16	Edmonton	APAS Meeting			S	\$ 8.00					

Dale Mountain - Chief Financial Officer

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Guy Gervais - Associate Vice President of Academics											
May 2-3, 2017	Lac La Biche	Meetings	CV	\$ 30.25	S	\$ 11.00				Car Wash	\$ 9.45
May 4-5, 2017	Cold Lake/St. P	Hosting Hockey Member	CV	\$ 27.00	S/BA	\$ 18.35					
May 12-13, 2017	St. Paul	Meetings	CV	\$ 30.00	S	\$ 11.00					
May 16-17, 2017	Lac La Biche	Meetings	CV	\$ 35.05	S	\$ 11.00				Car Wash	\$ 9.45
May 23-25, 2017	St. Paul	Meetings	CV	\$ 59.01	S	\$ 22.00					
June 1, 2017	St. Paul	Campus Visit			S	-\$ 22.00					
June 6-7, 2017	St. P / Lac La Biche	Meetings/Convocation	CV	\$ 63.00		\$ 33.00				Car Wash	\$ 9.45
June 9, 2017	Cold Lake	Hosting Hockey Member			S/BA	\$ 37.17					
June 9, 2017	St. P/ Lac La Biche	Meeitngs	CV	\$ 59.00							
June 12- 14,2017	Lac La Biche	Meetings	CV	\$ 34.01	S	\$ 20.00		PA	\$ 35.00		
June 19-22, 2017	Lac La Biche	Meetings	CV	\$ 56.60	S	\$ 33.00				Car Wash	\$ 9.45
June 25-26, 2017	Frog Lake	Meetings	CV	\$ 14.00	S	\$ 11.00					
June 29, 2017	Lac La Biche	Meetings	CV	\$ 30.01				PA	\$ 19.00		

Tracy Boyde, Vice President Infrastructure and Technology											
May 8, 2017	Edmonton	AAHEIT	CV							Parking	\$ 32.00
May 10, 2017	Edmonton	Share IT Meeting	CV	\$ 51.57						Parking / Car Wash	\$ 28.00
May 18, 2017	Cold Lake	Regional Staff Meeting	CV	\$ 29.00						Car Wash	\$ 9.00
May 24-25, 2017	Fort McMurray	SIF Announcement	CV	\$ 133.98	S	\$ 23.88		\$ 162.41		Car Wash	\$ 9.00
June 16, 2017	Stantect	Visioning Session								Parking	\$ 10.50

Carrie Froehler, Director Human Resources											
May 17, 2017	Cold Lake	Meetings	CV	\$ 33.99							
June 6-9, 2017	Banff	HR Meetings			S	\$ 27.14		\$ 1,258.12			
June 12, 2017	Lac La Biche	Negotiations			S/CE/BA	\$ 126.61					