



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 : September 1 - October 31, 2016

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.
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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											
Sept 2-21, 2016	Cold Lake	Buidling Futures Gala	CV/PVM	\$ 255.32				\$ 178.75			
Sept 11, 2016	Lac La Biche	Gas	CV	\$ 76.66							
Sept 19-21, 2016	Winnipeg	2016 CEPA Foundation	A	\$ 2,444.92		S/CE	\$ 177.40	\$ 230.59		Transportation	\$ 162.23
Sept 22, 2016	Bonnyville	NEAAI Speech	PVM	\$ 124.20							
Sept 23, 2016	St. Paul	AB Inniovates Greetings	PVM	\$ 151.80							
Sept 26, 2016	Edmonton	Dept. Of Environment	PVM	\$ 220.80		S	\$ 22.58			Parking	\$ 28.00
September 27, 2016	Edmonton	Meeting	CV	\$ 95.72							
Spet 28-30, 2016	Edmonton	ARDN	CV	\$ 325.27		S / CE	\$ 87.06	\$ 164.72			

Dale Mountain - Chief Financial Officer											
Sept, 27-29	Red Deer	SBO Meeting	CV	\$ 88.21	S	\$ 31.74		\$ 129.71		Car Wash	\$ 12.00

Guy Gervais - Associate Vice President of Academics											
Sept 2, 2016	Cold Lake	Regular Meeting				S/CE	\$ 51.33				
Spet 6, 2016	Kinosoo	LLB Meetings	CV	\$ 34.15		S	\$ 11.00			Car Wash	\$ 9.45
Sept 7, 2016	Cold Lake	ACAC Golf Prov Meeting				S/CE	\$ 36.10				
Sept 13, 2016	Cold Lake	LLB Meetings	CV	\$ 32.00		S	\$ 11.00				
Sept 16, 2016	Cold Lake	LLB Welcome Back Day	CV	\$ 31.00							
Sept 22-23, 2016	Slave Lake	Deans of Business Meeting	CV	\$ 40.50		S/CE	\$ 43.41			Other Fees	\$ 8.00
Sept 27-29, 2016	Lac La Biche	Meetings	CV	\$ 111.50		S	\$ 22.00				
Sept 20- Oct 2, 2016	Lac La Biche	ACAC Golf Champrionships				S	\$ 86.00	PA	\$ 70.00	Other Fees	\$ 16.00
October 5, 2016	Lac La Biche	Meetins	PVM	\$ 138.00		S	\$ 11.00				
October 21, 2016	Lac La Biche	Minister of Education	PVM	\$ 138.00		S	\$ 11.00				

Carrie Froehler - Director of Human Resources

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Tracy Boyde, Vice President Infrastructure and Technology

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