

## 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

<b>Travel Method/ Description Code</b> A - Airfare	Meals for Travel, Hospitality & Working Session <u>Meal Recipient Codes</u>	Lodging	D: Other Expenses Incidentals, phone, internet, faxes, parking, per diem, baggage,
RC - Rental Charges	S- Self	PA - Private Accommodations	public transport, laundry, membership etc.
CV - College Vehicle	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 - Presid	ent 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	А	\$ 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		

October 1-4, 2016	Ottawa	CICAN Leaders Fall	A & CV	\$ 1,610.46	S	\$ 127.14	\$ 556.34	Parking - Airport	\$ 125.00
October 12, 2016	Cold Lake	ARDN	CV	\$ 50.81	S/CE	\$ 71.29		Parking	\$ 25.00
October 13, 2016	Boyle	Grand Opening - Municipal			S/CE	\$ 28.20			
October 25 & 28, 2016	Edmonton	Deputy Minister AE	CV	\$ 94.89				Parking	\$ 33.00

Nancy Broadbent - V	ice President of A	cademics								
Sept 8, 2016	Lac La Biche	Young World Conference							Students Attending	\$ 311.90
Sept 12-13, 2016	Edmonton	SW Research Workshop	CV	\$ 0	60.59			\$ 230.59	Parking	\$ 42.00
October 19, 2016	Provost	SAO	CV	\$ 0	64.03	S	\$ 29.40	\$ 178.51	Maintenance Fees	\$ 12.00

Beverley Moghrabi -	Beverley Moghrabi - Associate Vice President of Student Services/Registrar													
Sept 19, 2016	Cold Lake	Monthy Meeting	CV	\$ 31.00	S	\$ 11.00								
Sept 28, 2016	St. Paul	Monthly Meeting	CV		S	\$ 11.00								

Dale Mountain - C	hief Financial Office	er							
Sept, 27-29	Red Deer	SBO Meeting	CV	\$ 88.21	S	\$ 31.74	\$ 129.71	Car Wash	\$ 12.00

Guy Gervais - Associat	e 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	<b>\$</b> 1	111.50	S	\$ 22.00				
Sept 20- Oct 2, 2016	Lac La Biche	ACAC Golf Champrionships				S	\$ 86.00	РА	\$ 70.00	Other Fees	\$ 16.00
October 5, 2016	Lac La Biche	Meetins	PVM	<b>\$</b> 1	138.00	S	\$ 11.00				
October 21, 2016	Lac La Biche	Minister of Education	PVM	<b>\$</b> 1	138.00	S	\$ 11.00				

Carrie Froehler - Dir	rrie Froehler - Director of Human Resources										
October 17, 2016	Cold Lake	Meetings	CV	\$ 34.92							

Tracy Boyde, Vice Pre	racy Boyde, Vice President Infrastructure and Technology												
Sept 24, 2016	Cold Lake	Building Futures Gala						\$ 150.42					