



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, 2017 - October 31, 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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Trent Keough - President and CEO											
Sept. 1 - Oct. 31		Regular Gas Fill	CV	\$ 163.10							
Sept. 30, - Oct. 4	Ottawa	CICan Fall Forum	A/CV	\$ 719.49	S	\$ 68.31		\$ 939.27		Registration/Parking	\$ 834.60
Sept 18	Cold Lake	Meetings	CV	\$ 49.15	S/CE	\$ 47.94					
October 5, 2017	Edmonton	Board Retreat								Hosting Room	\$ 1,000.00
October 15-16	Calgary	CCI Retreat	A/CV	\$ 574.83	S	\$ 133.10				Parking	\$ 71.50
October 17-19	Edmonton	Disney Leadership	CV	\$ 82.12	S/CE	\$ 284.49		\$ 333.45		Transportation	\$ 33.00
October 24		Webinar - BOG								Registration for BOG	\$ 1,365.00

Guy Gervais - Associate Vice President of Academics											
August 29	Lac La Biche	Staff Meeting	CV	\$ 35.00	S/CE	\$ 34.38					
September 5- 6	Lac La Biche	Meetings	CV	\$ 33.00	S	\$ 11.00					
September 12 - 13	Lac La Biche	Meetings	CV	\$ 31.01	S	\$ 22.00					
September 20-22	Calgary	ADB Conference	CV	\$ 168.41	S	\$ 69.00		\$ 265.74		Car Wash	\$ 9.45
September 26 - 27	Lac La Biche	Various Meetings	CV	\$ 29.00	S	\$ 11.00					
October 3- 4	Lac La Biche	Various Meetings	CV	\$ 58.00	S	\$ 11.00					
October 10	Lac La Biche	Various Meetings	PVM	\$ 138.00	S	\$ 22.00					
October 13	Lac La Biche	Voyageur Opening Night	PVM	\$ 138.00	S	\$ 19.00					
October 17 - 18	Lac La Biche	Various Meetings	CV	\$ 32.45	S	\$ 11.00					
October 24 - 25	Lac La Biche	Various Meetings	CV	\$ 34.01	S	\$ 11.00					

Tracy Boyde, Vice President Infrastructure and Technology											
October 11-12	Edmonton	CARA Conference	CV	\$ 75.27	S	\$ 25.75				Registration	\$ 106.60
October 15-16	Calgary	CCI Retreat	A	\$ 324.71	S	\$ 41.62		\$ 196.47		Parking & Transportation	\$ 112.55
Octonber 18	Lac La Biche	Hosting Appreciation Lunch			S/CE	\$ 114.56					
October 20	St. Paul	Campus Tours	CV	\$ 31.01	S/CE/BOG	\$ 117.60					
October 24-27	Calgary	Convergnance Conference	A	\$ 398.21				\$ 390.70			

Carrie Froehler, Director Human Resources											
August 31, 2017	Boyle	Meeting	CV	\$ 17.21							
September 14-15	Cold Lake	Welcome Back						\$ 141.69			