

Guideline F.2.8: Appendix D: 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.

Meal receipt reimbursement is allowed for Hospitality & Working Sessions.

Disclosure of Claims for the period: July 1, 2022 to October 31, 2022 Expense Disclosure Report

Date Expense Occurred	Location	Purpose		Travel Code/ Expense Amount Travel Method/ Discription A - Airfare RC - Rental Charges PVM - Personal Vehicle Miles CV - College Vehicle		Recipient Code (s) (see above)	Meal Receipts Only for Hosting & Working Sessions	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	A	Amount
		'	A - Airfare RC - Renta PVM - Per			Meals for travel, Hospitality & Working Session Meal Recipient Codes 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 - Fundriasing 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		
Nancy Broadbent	1								1		1		
Nov. 2, 2022	Saddle Lake, AB	Meeting with KihewAsiniy	PVM	\$	52.44	S						\$	52.44
Nov. 2, 2022	Cold Lake, AB	Open House	PVM	\$	69.00	s	\$ 20.75					\$	69.00
Nov. 2, 2022	Lac la Biche, AB	Travel back from Cold Lake Campus	PVM	\$	68.08	s					Uber ride from U of A to	\$	68.08
Nov. 15, 2022	Edmonton, AB	Alberta Post Secondary Network	PVM	\$		s	Supper prov	vided			Hotel	\$	11.17
Nov. 16, 2022	Lac la Biche, AB	Travel back from Edmonton	PVM	\$								<u> </u>	
Dec. 7, 2022	St. Paul, AB	Alberta HUB Invest Alberta Workshop	CV	\$			1					\$	93.93
Dec. 16, 2022	St. Paul, AB	Work at St. Paul Campus	CV	\$	99.37		1					<u> </u>	99.37
Carrie Froehler	1								1		1		
		ULINE Chipboards and Reynolds Plastic Wrap for											
Nov. 5, 2022	Lac la Biche, AB	Gingerbread House Event		-		CER	1					\$	152.78
Nov. 6, 2022	Lac la Biche, AB	Bulk Barn Candy for Gingerbread House Event		-		CER CER	+					\$	258.06
Nov. 7, 2022 Nov. 8, 2022	Lac la Biche, AB	Real Canadian Superstore Candy for Gingerbread House	1	-		CER					Mallages Markeban	├	\$59.06 \$55.37
Nov. 8, 2022 Nov. 11, 2022	London, ON St. Paul, AB	Academica Group ULINE Chipboards for Gingerbread House Event	1	-		CER					Wellness Workshop	Ś	155.93
Nov. 11, 2022	St. Paul, AB	Dollarama Candy to decorate gingerbread houses		-		CER	+					Ş	\$94.24
Nov. 16, 2022	Lac la Biche, AB	IGA Donuts for Metis Week		-		CER	+					 	\$61.71
Nov. 20, 2022	Lac la Biche, AB	Britton's Independent Grocery - hot chocolate, candy				CER							\$149.36
	Lac la Biche, AB	canes, gingerbread inflatables for Light up the Night Parade											,
Nov. 24, 2022	Lac la Biche, AB	Hot chocolate for Light up the Night Parade				CER							\$74.95
Nov.25, 2022	St. Paul, AB	Amazon - table cloths for Gingerbread house event				CER	Ì						\$144
		and Pictures					Ì						
Donna Feledichuk													
Nov. 5, 2022		TLAR Canva Subscription									TLAR Canva Subscription	\$	149.99
Nov. 14, 2022	St. Paul, AB	Meeting with external - Lunch				S		19.43			'		
Nov. 14, 2022	St. Paul, AB	Meeting with external - Lunch				S		45.19					
Nov. 18 - 21, 2022	London, ON	Academica Group				S					Wellness Workshop		\$55.37
											J. Sanchez Flight		
Nov. 18 - 21, 2022	London, ON	Expedia Flight Cancellation Insurance	Α			S					Cancellation Insurance	<u> </u>	\$38.82
Nov. 18 - 22, 2022	London, ON	United Airlines Air Fare	Α	\$	647.05	S							
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