PORTAGE COLLEGE

Guideline A1.09: Appendix C: Expense Disclosure Report- For Board Members

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 - August 31, 2024

			Travel Method/ Description Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle		**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 – 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	
Date Expense Occurred	Location	Purpose	Recipient Code(s) (see above)	Travel Expense Amount	Recipient Code(s) (see above)	Meal Receipts Only for Hosting & Working Sessions	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount
Randolph Benson											
July 15, 2024	Lac La Biche, AB	Board Chair/President & CEO Meeting								Device Stipend	$ 50.00
Aug 28 – 30, 2024	Calgary, AB	Meeting with Minister of Advanced Education	PVM	$ 572.00			$ 97.00	$ 552.43		Device Stipend Travel Stipend	$ 50.00 $ 50.00
Ron Young											
July 5	Calgary, AB	Meeting with Minister	PVM	$ 660.00			$ 57.00		$ 35.00		
Heather Lett											
Brian Rudyk											
Linda Sallstrom											
Manuel McBraun											

John Irwin											

Donna Webster											

Molly Fyten											

Dr. Patricia Makokis											

Elisa Brosseau											

Vacant											