



## 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 September 1 - October 31, 2024**

Date Expense Occurred	Location	Purpose	Travel Method/ Description Code		Meals for travel, Hospitality & Working Session			Lodging		D: Other Expenses	
			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
<b>Travel Method/ Description Code</b> A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle											
<b>Meals for travel, Hospitality &amp; Working Session</b> <b>Meal Recipient Codes</b> 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											
<b>Lodging</b> PA – Private Accommodations											
<b>D: Other Expenses</b> Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc											

### Randolph Benson

Sept. 9, 2024	Lac La Biche, AB	Board Chair/President & CEO Meeting									Device Stipend	\$ 50.00
Oct. 3, 2024	Lac La Biche, AB	Human Resources Meeting									Device Stipend	\$ 50.00

### Ron Young

Sept. 12, 2024	Lac La Biche, AB	Regular Board Meeting	PVM	\$165.00							Device Stipend	\$50.00
											Travel Stipend	\$50.00
Oct. 24, 2024	Lac La Biche, AB	Regular Board Meeting	PVM	\$165.00							Device Stipend	\$50.00
											Travel Stipend	\$50.00

### Heather Lett

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### Brian Rudyk

Sept. 12, 2024	Lac La Biche, AB	Regular Board Meeting	PVM	\$110.00							Travel Stipend	\$50.00
Oct. 24, 2024	Lac La Biche, AB	Regular Board Meeting	PVM	\$110.00							Travel Stipend	\$50.00

<b>Linda Sallstrom</b>											
Oct. 17, 2024	Lac La Biche, AB	Finance, Infrastructure & Risk Meeting								Device Stipend	\$50.00

<b>Manuel McBraun</b>											
Sept. 9, 2024	Lac La Biche, AB	New Board Member Orientation								Device Stipend	\$50.00
Oct. 24, 2024	Lac La Biche, AB	Regular Board Meeting								Device Stipend	\$50.00

<b>John Irwin</b>											
Sept. 12, 2024	Lac La Biche, AB	Regular Board Meeting	PVM	\$143.00						Travel Stipend	\$50.00
Oct. 24, 2024	Lac La Biche, AB	Regular Board Meeting	PVM	\$143.00						Travel Stipend	\$50.00

<b>Donna Webster</b>											
Oct. 24, 2024	Lac La Biche, AB	Regular Board Meeting								Device Stipend	\$50.00

<b>Molly Fyten</b>											
Sept. 12, 2024	Lac La Biche, AB	Regular Board Meeting								Device Stipend	\$50.00
Oct. 3, 2024	Lac La Biche, AB	Human Resources Meeting								Device Stipend	\$50.00

<b>Dr. Patricia Makokis</b>											
Sept. 12, 2024	Lac La Biche, AB	Regular Board Meeting	PVM	\$126.50						Travel Stipend	\$50.00
										Device Stipend	\$50.00
Oct. 17, 2024	Lac La Biche, AB	Finance, Infrastructure & Risk Meeting								Device Stipend	\$50.00

<b>Elisa Brosseau</b>											
Sept. 9, 2024	Lac La Biche, AB	New Board Member Orientation	PVM	\$143.00						Travel Stipend	\$50.00
										Device Stipend	\$50.00
Oct. 24, 2024	Lac La Biche, AB	Regular Board Meeting								Device Stipend	\$50.00

<b>Kevin Pare</b>											
Sept. 12, 2024	Lac La Biche, AB	Regular Board Meeting	PVM	\$22.00							
Oct. 24, 2024	Lac La Biche, AB	Regular Board Meeting	PVM	\$22.00							