



**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: Mar. 1, 2024 to Apr. 30, 2024 Expense Disclosure Report**

Date Expense Occurred	Location	Purpose	Travel Method/ Discription Code		Meals for travel, Hospitality & Working Session			Lodging		D: Other Expenses	
			Travel Code/ Expense Amount	Expense Amount	Meal Recipient Codes	Meal Receipts Only for Hosting & Working Sessions	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount
<b>Nancy Broadbent</b>											
March 9, 2024	St. Paul & Boyle	EC meeting in St. Paul/MOU signing in Boyle	CV	\$ 104.43							
March 14-15, 2024	Banff	ASPN Retreat	PVM	\$ 580.26	S		\$ 32.35	\$ 551.46		Park Pass	\$ 44.00
Mar. 22, 2024	St. Paul & Cold Lake	St. Paul Skills & Cold Lake Chamber AGM	CV	\$ 90.35						Car Wash	\$ 18.00
Apr. 8, 2024	Saddle Lake	Community partner	CV	\$ 103.10							
Apr. 24, 2024	St. Paul	Project of Heats Ceremony	CV	\$ 116.13							
Apr. 25 - Apr. 30, 2024	Calgary	ASPN Retreat/CICan Conference/CIOT Meeting	CV	\$ 131.48	S		\$ 195.00	\$ 1,956.48		Uber PerDiem	\$ 27.77 \$ 40.00
<b>Curtis Cadiuex</b>											
Mar. 18, 2024	Cold Lake	New employee orientation	CV	\$ 67.21							
Apr. 15 - 20, 2024	Kingston Ontario	Negotiations Training	A/PVM	\$ 944.60	S		\$ 242.00	\$ 1,909.96		Train/Taxi Parking Per Diem	\$ 504.67 \$ 100.50 \$ 72.00
<b>Andre Delaire</b>											
Apr. 15 - 20, 2024	Kingston Ontario	Negotiations Training	APVM	\$ 913.16	S		\$ 323.00	\$ 1,816.54		Taxi/Train Parking PerDiem	\$ 356.71 \$ 64.00 \$ 56.00
<b>Donna Feledichuk</b>											
Mar. 5, 2024	St. Paul	EC Meeting	PVM	\$ 115.00							
Apr. 4, 2024	Vermilion/Lloydminster	Meeting with Lakeland College	CV	\$ 92.50						Car Wash	\$ 18.00
Apr. 15 - 20, 2024	Kingston Ontario	Negotiations Training	A/PVM	\$ 948.96	S		\$ 242.00	\$ 1,943.81		Taxi/Train Per Diem	\$ 504.67 \$ 56.00

Apr. 22 - 24, 2024	Kelowna	Meeting with Okanagan College	A/PVM/ RC	\$ 768.16	S		\$ 124.00	\$ 207.64		Parking airport Lodging Perdiem	\$ 33.50 \$ 70.00 \$ 24.00
Apr. 25 - 30, 2024	Calgary	Bow Valley College/CICan Conference	PVM	\$ 175.45	S		\$ 185.00	\$ 1,956.48		Per Diem	\$ 40.00
<b>Carrie Froehler</b>											
March 5, 2024	St. Paul	EC Meeting & Meet & Greet	CV	\$ 53.92							
Apr. 15 - 19, 2024	Kingston Ontario	Negotiations Training	A/PVM	\$ 927.56	S		\$ 323.00	\$ 1,943.81		Taxi/Train Per Diem Parking airport	\$ 504.67 \$ 64.00 \$ 84.00
Apr. 23 - 24, 2024	St. Paul	Project of Hearts & Admin Assistant Day	PV	\$ 106.70	S		\$ 27.00	\$ 166.01			
Apr. 26 - 30, 2024	Calgary	CICan Conference	PV	\$ 286.55	S		\$ 201.00	\$ 1,651.35		Per Diem	\$ 32.00
<b>Bev Moghrabi</b>											
Apr. 26 - 30, 2024	Calgary	CICan Conference					\$ 138.00	\$ 1,341.65		Per Diem	\$24.00
<b>Donald Moore</b>											
Mar. 5, 2024	St. Paul	EC Meeting	CV	\$ 50.04							
Mar. 7, 2024	Lac La Biche	Round Dance	CV	\$ 46.64							
Mar. 13, 2024	Lac La Biche	Skills competition	CV	\$ 57.75							
Mar. 18 & 19, 2024	St. Paul/LLB	Skills competition - St. Paul & EC Meeting - Lac La Biche	CV	\$ 82.99							
Mar. 27, 2024	Lac La Biche	Meetings	PV	\$ 82.50							
Mar. 28, 2024	Lac La Biche	Meetings	PV	\$ 82.50							
Apr. 15 - 19, 2024	Kingston Ontario	Negotiations Training	A/PVM	\$ 1,038.06	S		\$ 208.00	\$ 1,943.81		Taxi/Train Per Diem Parking airport	\$ 504.67 \$ 56.00 \$ 90.24
Apr. 22 - 24, 2024	Kelowna	Meeting with Okanagan College	A/PVM	\$ 821.06	S		\$ 114.00	\$ 207.64		Parking airport Perdiem	\$ 58.00 \$ 16.00
<b>Cynthia Quintal</b>											
Apr. 15 - 19, 2024	Kingston Ontario	Negotiations Training	A/PVM	\$ 683.46	S		\$ 279.00	\$ 1,909.96		Taxi/Train Per Diem	\$ 504.67 \$ 56.00