



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: March 1, 2025 to April 30, 2025 Expense Disclosure Report

967.96

			Travel Method/ Discription Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle		Meals for travel, Hospitality & Working Session <u>Meal Recipient Codes</u> 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	Travel Code/ 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
Nancy Broadbent											
Mar. 2, 2025	Edmonton	Budget 2025	CV	\$ 83.65							
Mar. 13, 2025	Saddle Lake/Cold Lake	Meetings	CV	\$ 129.45						Washer Fluid	\$ 7.86
Mar. 21, 2025	Goodfish Lake	Meeting	CV	\$ 54.01						Car Wash	\$ 22.00
Apr. 29, 2025	Red Deer	ASPN & ABIE Annual General Meetings			\$			\$ 167.92			
Curtis Cadiuex											
Andre Delaire											
Donna Feledichuk											
Apr. 23, 2025	Metis Crossing/Smoky Lake	Travel Alberta Event	PVM	\$ 129.80	\$		\$ 27.00				
Carrie Froehler											
Mar. 19, 2025	St. Paul	Meeting	CV	\$ 43.90	\$		\$ 44.00			Car Wash	\$ 16.00
Apr. 11 & 12, 2025	St. Paul	Lakeland Science Fair	CV	\$ 38.51	\$		\$ 71.00	\$ 192.12			
Apr. 15, 2025	St. Paul	Executive Meeting	CV	\$ 49.88	S, CE		\$ 51.00				
Apr. 27 - 30, 2025	Quebec	Post Secondary Conference	PVM/A	\$ 2,033.15	\$		\$ 228.00	\$ 1,661.24		Per Diem	\$ 24.00
Bev Moghrabi											
Donald Moore											
Mar. 30, 2025	St. Paul	Skills Canada	CV	\$ 33.96							
Mar. 24, 2025	Lac La Biche	Meetings	PVM	\$ 165.00	\$	\$ 17.00					
Mar. 26, 2025	Edmonton	Meeting at U of A	PVM	\$ 330.00	\$	\$ 30.00			\$ 35.00		
Apr. 2, 2025	Lac La Biche	Athletics Awards Dinner	PVM	\$ 165.00							

[illegible]