

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: May 1, 2025 to June 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											
May 2, 2025	Whitefish Lake	Meeting	CV	\$	56.95						
May 4, 2025	Edmonton	Apply Alberta Retreat	PVM	\$	116.60			\$	146.92		
May 7, 2025	Red Deer	APSN/ABIE Annual General Meetings	PVM	\$	289.30	S		\$	27.00		Per Diem \$ 8.00
May 16, 2025	Bonnyville	Navigating Justice	CV	\$	87.21						
May 27-28, 2025	Calgary	CIOT Graduation	CV	\$	226.12	S		\$	84.00	\$	309.82 \$ 50.00 Parking/Uber/Per diem/Washer Fluid \$ 79.57
May 30, 2025	Boyle	Meeting with Village of Boyle	CV	\$	51.84						Car Wash \$ 20.00
Curtis Cadiuex											
Andre Delaire											
May 6 - 8, 2025	Edmonton	Labour Law Update	CV	\$	66.00	S		\$	141.00	\$	687.10 Per Diem/Parking/Car Wash \$ 91.00
June 17 - 19, 2025	Lethbridge	SHRO Meetings	PVM	\$	741.40			\$	171.00		Per Diem \$ 16.00
June 26, 2025	Cold Lake	Executive Retreat	CV	\$	39.45						
Donna Feledichuk											
May 1 - 3, 2025	Canmore	Museum Opening	PVM	\$	664.95	S		\$	285.00		Per Diem \$ 32.00
May 5 - 6, 2025	Edmonton Garrison	CMVF3C Building Campus Readiness Event	PVM	\$	138.60	S		\$	26.00	\$	70.00 Per Diem \$ 16.00
May 12, 2025	Goodfish Lake	Meeting	CV	\$	138.60	S					
May 27, 2025	Cold Lake	Meeting with Cold Lake 4 Wing Procurement	CV	\$	39.37						
June 25, 2025	Whitefish Lake	PD Day	CV	\$	15.61						

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