



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: November 1, 2024 to December 31, 2024 Expense Disclosure Report

967.96

Date Expense Occurred	Location	Purpose	Travel Method/ Discription Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle		Meals for travel, Hospitality & Working Session			Lodging		D: Other Expenses	
					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			Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount
			Travel Code/ Expense Amount	Recipient Code (s) (see above)	Meal Receipts Only for Hosting & Working Sessions	Meal Allowances					
Nancy Broadbent											
Nov. 12, 2024	Lac La Biche	Various Meetings	CV \$ 65.49								Car Wash \$ 16.00
Nov. 18, 2024	Edmonton	Tribal Chiefs Event	PVM \$ 232.10								
Nov. 19, 2024	St. Paul	St. Paul Flag Raising	CV \$ 74.24								
Nov. 20 - 22, 2024	Edmonton	Board Meeting/Retreat	CV \$ 115.03	S, BOG, CE, BA	\$ 1,243.02	\$ 44.00	\$ 7,494.01			Per Diem	\$ 16.00
Nov. 26-28, 2024	Saddle Lake/Edmonton	Meeting/Talent Symposium/Minister Gathering	CV \$ 134.32	S		\$ 44.00	\$ 267.20			Per Diem Uber	\$ 16.00 \$ 11.45
Curtis Cadiuex											
Nov. 2, 2024	St. Paul	Meeting	CV \$ 44.50								
Nov. 7, 2024	Edmonton	Campbell College Grad	CV \$ 70.54	S		\$ 27.00					
Nov. 14, 2024	Edmonton	International Forum	CV \$ 85.96	S		\$ 27.00					
Andre Delaire											
Nov. 14, 2024	Cold Lake	HR Meetings	PVM \$ 162.80	S		\$ 17.00					
Donna Feledichuk											
Nov. 20-22, 2024	Edmonton	Board Meeting/Retreat	PVM \$ 234.30	S		\$ 44.00				Per Diem	\$ 16.00
Nov. 26-28, 2024	Edmonton	Talent Symposium/Minister Gathering	PVM \$ 234.30	S		\$ 81.00	\$ 70.00			Per Diem/Parking	\$ 39.00
Nov. 28, 2024	Grand Prairie	Growing the North Conference for Feb. 18-20, 2025		S			\$ 258.72				
Dec. 4, 2024	St. Paul	Collegiate School Meeting	CV \$ 44.73								
Carrie Froehler											
Nov. 6, 2024	St. Paul	Meeting	CV \$ 48.50								
Nov. 29, 2024	Cold Lake	Santa Parade	CV \$ 81.24								
Bev Moghrabi											

Nov. 20 - 22, 2024	Edmonton	Board Meeting/Retreat					\$ 44.00			Per Diem	\$ 16.00
Donald Moore											
Nov. 1, 2024	Lac La Biche	Goal Planning Workshop	CV	\$ 43.33							
Nov. 4-11, 2024	Toronto	SEMM Networking Conference	PVM	\$ 352.00			\$ 208.00	\$ 788.16		Per Diem/Uber/Parking	\$ 166.38
Nov. 13, 2024	St. Paul	Flag Raising	CV	\$ 28.40							
Nov. 20, 2024	Lac La Biche	Pathway Training	CV	\$ 43.68							
Nov. 26-27, 2024	Edmonton	Talent Symposium	PVM	\$ 330.00			\$ 27.00				
Nov. 29, 2024	Lac La Biche	International Planning Day	CV	\$ 45.11							
Dec. 4, 2024	St. Paul	SPERD Meeting	CV	\$ 38.51							
Dec. 16, 2024	Lac La Biche	Meetings	CV	\$ 52.65							
Cynthia Quintal											
Nov. 20-22, 2024	Edmonton	Board Meeting/Retreat	PVM	\$ 233.20			\$ 44.00			Per Diem	\$ 8.00