PORTAGE COLLEGE

Guideline A1.09: Appendix C: 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.

Disclosure of Claims for the period : July 1, 2017 - August 31, 2017 Expense Disclosure Report

Travel Method/ Description Code	Meals for Travel, Hospitality & Working Session	Lodging	D: Other Expenses
A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle	**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	PA - Private Accommodations	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	Meal Allowances	Hotel Reciepts	Allowances PA (see code above)	Describe Other	Amount
Trent Keough - President and CEO											
July 1-31, 2017	Lac La Biche	Travel	CV	$ 214.15						Car Wash	$ 25.15
July 19, 2017	Lac La Biche	Meeting				S, CE	$ 72.92				
July 26, 2017	Edmonton	Advanced Education Meeting	CV	$ 96.43		S	$ 15.45	$ 172.44			
August 1 - 31, 2017	Lac La Biche	Travel	CV	$ 154.85						Car Wash	$ 14.25
August 23, 2017	St. Paul	Employee Funeral				S, CE	$ 63.50				

Nancy Broadbent - Vice President of Academics											

Beverley Moghrabi - Associate Vice President of Student Services/Registrar											

Dale Mountain - Chief Financial Officer											

Guy Gervais - Associate Vice President of Academics											
July 15, 2017	Lac La Biche	Meetings		CV	$ 39.75						
August 24, 2017	Lac La Biche	Meetings		CV	$ 24.65						

Tracy Boyde, Vice President Infrastructure and Technology											

Carrie Froehler, Director Human Resources											
August 10, 2017	St. Paul	Meeting				CE	$ 8.99				
August 10, 2017	St. Paul	Meeting				CE, S	$ 32.60				