PORTAGE COLLEGE

# Guideline A1.09: Appendix C: Expense Disclosure Report- For Board Members

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 July 1 - August 31, 2025**

| | | | **Travel Method/ Description Code**<br>A - Airfare<br>RC - Rental Charges<br>PVM - Personal Vehicle Mileage<br>CV - College Vehicle | | **Meals for travel, Hospitality & Working Session**<br>**Meal Recipient Codes**<br>S- Self<br>GO – Government Official<br>BA – Business or Industry Partner<br>ST – Student<br>CE - College Employee/ Board member also on travel status<br>CER – College Employee recognition event<br>FRA – Fundraising event attendees<br>BOG – Other Board Members | | | **Lodging**<br>PA – Private Accommodations | | **D: Other Expenses**<br>Incidentals, phone, internet, faxes, parking, per diem, baggage, public transport, laundry, membership etc | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Date Expense Occurred | Location | Purpose | Recipient Code(s) (see above) | Travel 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 |
| **Randolph Benson** | | | | | | | | | | | |
| | | | | | | | | | | | |
| **Ron Young** | | | | | | | | | | | |
| | | | | | | | | | | | |
| **Brian Rudyk** | | | | | | | | | | | |
| | | | | | | | | | | | |
| **Linda Sallstrom** | | | | | | | | | | | |
| | | | | | | | | | | | |
| **Travis Henson** | | | | | | | | | | | |
| | | | | | | | | | | | |
| **John Irwin** | | | | | | | | | | | |
| | | | | | | | | | | | |
| **Laurie Thompson** | | | | | | | | | | | |
| | | | | | | | | | | | |
| **Molly Fyten** | | | | | | | | | | | |
| | | | | | | | | | | | |

| **Elisa Brosseau** | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| July 2-4, 2025 | Calgary | APSN Event | | $598.40 | | | $171.00 | | $100.00 | Per Dien | $16.00 |
| Aug. 4, 2025 | Lac La Biche | Pow Wow Event | | $143.00 | | | | | | | |

| **Heather Lett** | | | | | | | | | | | |
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| **Laura Papirny** | | | | | | | | | | | |
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