



**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: July 1, 2025 to August 31, 2025 Expense Disclosure Report

Date Expense Occurred	Location	Purpose	Travel Method/ Discription Code		Meals for travel, Hospitality & Working Session			Lodging		D: Other Expenses	
			Travel Code/ Expense Amount	Expense Amount	Meal Recipient Codes	Meal Receipts Only for Hosting & Working Sessions	Meal Allowances	Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount
<b>Nancy Broadbent</b>											
July 2-4, 2025	Calgary	APSN/ISP Events	PVM	\$ 567.60			\$ 107.00	\$ 460.09		Ubers	\$ 66.76
July 7, 2025	Lac La Biche	Meetings (various)	CV	\$ 120.25							
July 17, 2025	Frog Lake	Meeting with Frog Lake	CV	\$ 115.42	S					Car Wash	\$ 20.00
July 29, 2025	Lac La Biche/St. Paul	Meeting with County and CEJR Graduatin	CV	\$ 79.16						Car Wash	\$ 20.00
<b>Curtis Cadiuex</b>											
<b>Andre Delaire</b>											
<b>Donna Feledichuk</b>											
<b>Carrie Froehler</b>											
July 22, 2025	Lac La Biche	Lunch for AUPE Negotiations				\$ 229.57					
<b>Bev Moghrabi</b>											
<b>Donald Moore</b>											
July 28, 2025	Lac La Biche	Meeting with Minister	CV	\$ 29.99							
Aug. 11, 2025	Lac La Biche	Meeting with Dean of Trades	CV	\$ 29.63							
<b>Cynthia Quintal</b>											