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 September 1 - October 31, 2025

			Travel Method/ Description Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle		**Meals for travel, Hospitality & Working Session** **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			**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	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											
Oct. 8 – 10, 2025	Calgary	Mintz Panel Review Meeting	PVM	$ 577.50	S		$ 97.00	$598.74		Parking & Per Diem	$ 49.00
Ron Young											
Sept. 11, 2025	Lac La Biche	Regular Board Meeting	PVM	$ 165.00							
Oct. 23, 2025	Lac La Biche	Regular Board Meeting	PVM	$ 165.00							
Brian Rudyk											
Sept. 11, 2025	Lac La Biche	Regular Board Meeting	PVM	$ 110.00							
Oct. 23, 2025	Lac La Biche	Regular Board Meeting	PVM	$ 110.00							
Linda Sallstrom											
Sept. 11, 2025	Lac La Biche	Regular Board Meeting	PVM	$ 143.00							
Travis Henson											

John Irwin											
Spt. 11, 2025	Lac La Biche	Regular Board Meeting	PVM	$ 143.00							
Oct. 23, 2025	Lac La Biche	Regular Board Meeting	PVM	$ 143.00							

Laurie Thompson											
Sept. 11, 2025	Lac La Biche	Regular Board Meeting	PVM	$ 49.50							
Oct. 9, 2025	Lac La Biche	Committee Meeting	PVM	$ 49.50							

Molly Fyten											

Kevin Pare											
Oct. 23, 2025	Lac La Biche	Regular Board Meeting	PVM	$ 22.00							

Elisa Brosseau											

Jayelynn Michaud											

Heather Lett											

Laura Papirny											