



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, 2025 to December 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
Nancy Broadbent											
Nov. 20, 2025	Cold Lake	Mayor Copeland Retirement	PVM	\$ 162.80	S		\$ 13.00	\$ 157.67			
Donna Feledichuk											
Nov. 26-27, 2025	Edmonton	Board Meeting & Retreat	PVM	\$ 256.30	S		\$ 71.00	\$ 35.00			
Dec. 1, 2025	Ottawa	Canada Council for the Arts	A	\$ 1,462.65	S, CE						
Carrie Froehler											
Nov. 20, 2025	St. Paul	Meeting with Community Stakeholders	CV	\$ 36.92	S, CE		\$ 88.00			Car Wash	\$ 18.00
Dec. 5-6, 2025	St. Paul	St. Paul Christmas Event	CV	\$ 44.43	S			\$ 181.43			
Bev Moghrabi											
Cynthia Quintal											
Stephen Price											
Nov. 7, 2025	St. Paul	Meeting	CV	\$ 50.00							
Nov. 13, 2025	St. Paul	Flag Raising	PVM	\$ 68.75							
Nov. 19-20, 2025	Edmonton	ASPN/Talent Symposium	CV	\$ 43.50				\$ 468.95			
Nov. 23, 2025	Calgary	Fundraiser Event	CV	\$ 167.12						Car Wash	\$ 18.00
Nov. 26, 2025	Cold Lake	Presentation to City of Cold Lake	CV	\$ 62.21							
Nov. 26, 2025	Edmonton	Meeting with Minister Jean								Ubers	\$ 76.84
Nov. 26-28, 2025	Edmonton	Board Meeting & Retreat	CV	\$ 111.15		\$ 3,935.20		\$ 7,834.68		Car Wash	\$ 18.00
Nov. 27, 2025	Edmonton	Board & Executive Members Retreat Supper			S, BOG, CE	\$ 1,233.16					
Dec. 3, 2025	Boyle	Presentation to Village of Boyle	CV	\$ 39.82						Car Wash	\$ 18.00
Dec. 9, 2025	Elk Point	Presentation to Town of Elk Point	CV	\$ 58.73							

Dec. 10, 2025	Bonnyville	Presentation to Town of Bonnyville	CV	\$	53.47						
Dec. 11, 2025	Edmonton	ASPN Board Meeting	CV	\$	50.69					Parking	\$ 15.00
Dec. 12, 2025	Calgary	CIOT Graduation	CV	\$	173.38					Car Wash	\$ 18.00
Dec. 18, 2025	St. Paul	Presentation to Town/County of St. Paul	CV	\$	53.80					Car Wash	\$ 18.00