PORTAGE COLLEGE

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: September 1, 2025 to October 31, 2025 Expense Disclosure Report

			Travel Method/ Discription 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	Travel Code/ 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
Nancy Broadbent											
Sept. 16, 2025	Athabasca	Meeting with County	PVM	$ 104.50	S		$ 17.00			Car Wash	
Sept. 23, 2025	Edmonton	Board Meeting/Retreat Deposit on Rooms			BA, CE, BOG			$ 1,860.80			
Sept. 29, 2025	Cold Lake	4-Wing Meeting	CV	$ 97.23						Car Wash	$ 15.00
Oct. 8, 2025	St. Paul	Power Up North Conference			CE			$ 200.96			
Oct. 9, 2025	Calgary	PSI Mintz Panel Funding Review Meeting	PVM	$ 567.60	S		$ 97.00	$ 375.56		Per Diem	$ 8.00
Donna Feledichuk											
Oct. 21, 2025	St. Paul	Open House	PVM	$ 135.30	S		$ 27.00				
Carrie Froehler											
Oct. 15-16, 2025	Lac La Biche	Lunch/Break supplies for AUPE Negotiations			S, CE, GO	$ 247.38					
Bev Moghrabi											
Cynthia Quintal											
Stephen Price											
Oct. 7-8, 2025	St. Paul	Power Up North Conference			S		$ 27.00				
Oct. 9, 2025	Calgary	PSI Mintz Panel Funding Review Meeting	CV	$ 92.70	S		$ 27.00		$ 100.00	Parking Per Diem	$ 8.00 $27.00
Oct. 14-17	Newfoundland	Canadian Deans of Education Conference	CV/RC	$ 541.38	S			$ 1,007.24		Flight Car Wash	$1,039.65 $ 18.75
Oct. 22, 2025	St. Paul	Open House	CV	$ 40.00							
Oct. 25, 2025	Cold Lake	Open House	CV	$ 96.30							
Oct. 26, 2025	Lac La Biche	Metis Nation & County Meeting	CV	$ 27.27							