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 January 1 – February 28, 2026

			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											
Ron Young											
Jan. 15, 2026	Lac La Biche	Regular Board Meeting	PVM	$ 165.00							
Feb. 27, 2026	Lac La Biche	Economic Forum	PVM	$ 165.00							
Brian Rudyk											
Jan. 15, 2026	Lac La Biche	Regular Board Meeting	PVM	$ 110.00							
Linda Sallstrom											
Jan. 15, 2026	Lac La Biche	Regular Board Meeting	PVM	$ 143.00							
Feb. 27, 2026	Lac La Biche	Economic Forum	PVM	$ 143.00							
Travis Henson											

John Irwin											

Laurie Thompson											

Molly Fyten											

Kevin Pare											
Jan. 15, 2026	Lac La Biche	Regular Board Meeting	PVM	$ 22.00							
Feb. 27, 2026	Lac La Biche	Economic Forum	PVM	$ 22.00							

Elisa Brosseau											
Jan. 15, 2026	Lac La Biche	Regular Board Meeting	PVM	$ 143.00							
Feb. 27, 2026	Lac La Biche	Economic Forum	PVM	$ 143.00							

Vicki Schaeffer											

Heather Lett											

Laura Papirny											