



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: January 1, 2026 to February 28, 2026 Expense Disclosure Report

Date Expense Occurred	Location	Purpose	Travel Method/ Discription Code A - Airfare RC - Rental Charges PVM - Personal Vehicle Mileage CV - College Vehicle		Meals for travel, Hospitality & Working Session			Lodging		D: Other Expenses	
					Meal Receipt 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			Hotel Receipts	Allowances PA (see code above)	Describe Other	Amount
			Travel Code/ Expense Amount	Recipient Code (s) (see above)	Meal Receipts Only for Hosting & Working Sessions	Meal Allowances					
Donna Feledichuk											
Jan. 29 - Feb. 6, 2026	Ottawa	Architect Awards Canada Council for the Arts	PVM	\$ 270.05	S		\$ 71.00		\$ 35.00		
Jan. 29 - Feb. 6, 2026	Ottawa	Architect Awards Canada Council for the Arts	A	\$ 1,885.02	S, CE		\$ 798.00	\$ 4,062.98	\$ 35.00	Per Diem/Parking	\$ 144.53
Jan. 29 - Feb. 6, 2026	Ottawa	Architect Awards Canada Council for the Arts	RC	\$ 236.55						Parking/Transfers	\$ 324.78
Carrie Froehler											
Jan. 16, 2026	Lac La Biche	AUPE Negotiations			S, CE, GOA	\$ 72.80					
Bev Moghrabi											
Stephen Price											
Jna. 14, 2026	Saddle Lake	Ceremony	CV	\$ 40.74						Car Wash	\$ 20.00
Jan. 19, 2026	Smoky Lake/Cold Lake	Presentations to Council	CV	\$ 75.10							
Jan., 30, 2026	Bonnyville	Presentation to Council	CV	\$ 48.19							
Jan. 31, 2026	Kitscoty	AB Hub Meeting	CV	\$ 91.46						Car Wash	\$ 18.00
Feb. 9, 2026	St. Paul	Program Meetings	CV	\$ 43.49							
Feb. 11, 2026	Cold Lake	CRB 4-Wing Meeting	CV	\$ 56.01	S, CE, BA	\$ 106.31					
Feb. 13, 2026	Cold Lake	AB Winter Farmes	CV	\$ 50.52				\$ 185.29		Car Wash	\$ 18.00
Feb. 26, 2026	Edmonton	AB Budget Announcement	PVM	\$ 247.50	S		\$ 44.00			Parking	\$ 35.00
Cynthia Quintal											
Jan. 19 - 21, 2026	Costa Rica	Environmental Technologist Trip			S, CE, ST	\$ 475.50					