



Expense Disclosure Summary

Name Denise Henning **Position** President and CEO
Period Covered January 1, 2016 - March 31, 2016

Please attach supporting documentation i.e.: Expense Disclosure Sheet and applicable receipts

Dates (Travel Dates if applicable)	Destination/Location	Purpose	Airfare	Other Transportation*	Accommodation	Meals	Hospitality	Incidentals	Total
February 19, 2016	Medicine Hat, AB	Partnership Development	\$ -	\$ -	\$ -	\$ -	\$ 4.99	\$ -	\$ 4.99
January 29, 2016	Medicine Hat, AB	Working Lunch Meeting off Campus	\$ -	\$ -	\$ -	\$ -	\$ 69.74	\$ -	\$ 69.74
February 5, 2016	Medicine Hat, AB	Working Session with Service Provider	\$ -	\$ -	\$ -	\$ -	\$ 68.75	\$ -	\$ 68.75
February 9, 2016	Brooks, AB	Brooks Campus Awards	\$ -	\$ 95.04	\$ -	\$ -	\$ -	\$ -	\$ 95.04
February 18, 2016	Brooks, AB	Brooks Rotary Presentation	\$ -	\$ 95.04	\$ -	\$ -	\$ -	\$ -	\$ 95.04
March 10, 2016	Montreal, QB	Attend American College Personnel Association Conference	\$ 770.30	\$ 100.20	\$ 1,573.96	\$ 348.18	\$ 82.17	\$ 60.00	\$ 2,934.81
March 15, 2016	Brooks, AB	Board Meeting	\$ -	\$ 96.80	\$ -	\$ -	\$ -	\$ -	\$ 96.80
March 18, 2016	Edmonton, AB	Attend Council of Presidents of Alberta	\$ 774.11	\$ 146.25	\$ 148.25	\$ 88.67	\$ -	\$ 41.49	\$ 1,198.77
March 22, 2016	Medicine Hat, AB	Working Lunch Meeting off Campus	\$ -	\$ -	\$ -	\$ -	\$ 42.62	\$ -	\$ 42.62
March 29, 2016	Brooks, AB	Lunch with Mayor of Brooks and Reeve of Newell County	\$ -	\$ 96.80	\$ -	\$ -	\$ 65.57	\$ -	\$ 162.37
			\$ 1,544.41	\$ 630.13	\$ 1,722.21	\$ 436.85	\$ 333.84	\$ 101.49	\$ 4,768.93

* Other Transportation includes vehicle rentals, public transportation, taxis, parking, and mileage

This Expense Summary is true and complete to the best of my knowledge for the period indicated above.

Signature



Expense Disclosure Sheet

Name Denise Henning Date February 19, 2016 Destination Medicine Hat, AB
Position President and CEO Purpose Partnership Development

Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
19-Feb-16	Starbucks, MHC	Hospitality	Coffee Meeting with School District			4.99
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Receipts						4.99



Expense Disclosure Sheet

Name Denise Henning Date January 29, 2016
Position President and CEO Purpose Working Lunch Meeting off Campus Destination Medicine Hat, AB

Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
1/29/2016	Sushi and Thai	Hospitality	Working Lunch Session			69.74
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Receipts						69.74



Expense Disclosure Sheet

Name Denise Henning **Date** February 5, 2016
Position President and CEO **Purpose** Working Session with Service Provider **Destination** Medicine Hat, AB

Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
2/5/2016	Pho Vietnamese Restaurant	Hospitality	Working Session with Service Provider			68.75
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Receipts						68.75



Expense Disclosure Sheet

Name Denise Henning **Date** February 9, 2016

Position President and CEO **Purpose** Brooks Campus Awards **Destination** Brooks, AB

Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
2/9/2016	MHC Travel Claim	Other Transportation	Mileage - Brooks Campus Awards			95.04
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Receipts						95.04



Expense Disclosure Sheet

Name Denise Henning **Date** February 18, 2016 **Destination** Brooks, AB

Position President and CEO **Purpose** Brooks Rotary Presentation

Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
2/18/2016	MHC Travel Claim	Other Transportation	Mileage - Brooks Rotary Presentation			95.04
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Receipts						95.04



Expense Disclosure Sheet

Name Denise Henning **Date** 3/4/2016 - 3/10/2016
Position President and CEO **Purpose** Attend American College Personnel Association Confer **Destination** Montreal, QB

Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
3/10/2016	MHC Travel Claim	Airfare	Airfare			770.30
	MHC Travel Claim	Other Transportation	Cabs			100.20
	MHC Travel Claim	Accommodation	Hotel			1,573.96
	MHC Travel Claim	Meals	Meals			348.18
	MHC Travel Claim	Hospitality	Dinner Meeting to discuss potential collaboration			82.17
	MHC Travel Claim	Incidentals	Incidentals			60.00
						-
						-
						-
						-
						-
						-
				Total Receipts		2,934.81



Expense Disclosure Sheet

Name Denise Henning **Date** March 18, 2016
Position President and CEO **Purpose** Attend BOG Meeting at Brooks Campus **Destination** Brooks, AB

Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
3/15/2016	MHC Travel Claim	Other Transportation	Mileage - Brooks Campus			96.80
Total Receipts						96.80



Expense Disclosure Sheet

Name Denise Henning **Date** March 18, 2016

Position President and CEO **Purpose** Attend Council of Presidents of Alberta **Destination** Edmonton, AB

Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
3/18/2016	MHC Travel Claim	Other Transportation	Cabs			146.25
		Airfare	Airfare			774.11
		Accommodation	Hotel			148.25
		Meals	Meals			88.67
		Incidentals	Incidentals			41.49
						-
						-
						-
						-
Total Receipts						1,198.77



Expense Disclosure Sheet

Name Denise Henning Date March 22, 2016 Destination Medicine Hat, AB
Position President and CEO Purpose Working Lunch Meeting Off Campus

Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
3/22/2016	Mango Tree	Hospitality	Working Lunch with Board Chair			42.62
						-
						-
						-
						-
						-
						-
						-
						-
Total Receipts						42.62

Expense Disclosure Sheet

Name Denise Henning **Date** March 29, 2016

Position President and CEO **Purpose** Brooks Campus Meetings **Destination** Brooks, AB

Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
3/29/2016	MHC Travel Claim	Other Transportation	Mileage - Brooks Campus			96.80
	Garth's Restaurant & Lounge	Hospitality	Lunch with Mayor of Brooks and Reeve of Newell County			65.57
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Receipts						162.37