



EXECUTIVE EXPENSE DISCLOSURE REPORT

Reporting Period: October 1, 2019 to December 31, 2019
Executive Officer Name **Ione Challborn**
Title Former Board Chair
Office Board of Governors

As a public institution, MacEwan University provides transparent reporting of expense information to ensure accountability for all travel, professional development, hosting and working session expenses incurred by or on behalf of senior executive level offices. Expense disclosure reports are posted for public view on a quarterly basis. If no report is posted for any officer for the reporting period, it means there were no applicable expenses paid during the period.

1. Travel and professional development

This section includes all reimbursable expenses for travel activities while on university business, attendance at and/or presenting at conferences, participating with professional organizations and participating in professional development.

Travel date(s)	Destination	Purpose	Airfare	Transportation[1]	Accommodation	Meals[2]	Other[3]	Total
June 20-21, 2019	Calgary, AB	Travel to Calgary for meeting of PSI Board Chairs	\$ 588	\$ 170	\$ 253	\$ 56	\$ -	\$ 1,068
Notes:								

Notes: (All amounts are inclusive of taxes (GST, etc.))

[1] Transportation includes public transportation, rental cars, taxi/car service, parking and mileage (on a KM basis as per MacEwan University policy)

[2] Includes either receipted or per diem expense as submitted

[3] Includes conference and professional development registration fees and other miscellaneous travel expenses

2. Hosting

This section includes all reimbursable expenses for events for which the **primary purpose is to host (entertain) external individuals** such as donors, government officials, visiting speakers etc. May include university staff as deemed appropriate to their positions.

(No Report)

3. Working Sessions

This section includes all reimbursable expenses for events and meetings **attended primarily by university staff**. May also include external individuals such as consultants, facilitators who are required to attend.

Dates	Location	Purpose	No. of attendees	Total
December 21, 2019	Edmonton, AB	Meeting with OUG Director	2	\$ 20

The submitting officer certifies that the above information is accurate and fully discloses all relevant expenses reimbursed for the period indicated. (Officer signature on file).



EXECUTIVE EXPENSE DISCLOSURE REPORT

Reporting Period: October 1, 2019 to December 31, 2019
Executive Officer Name Carolyn Graham
Title Board Chair
Office Board of Governors

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Travel date(s)	Destination	Purpose	Airfare	Transportation[1]	Accommodation	Meals[2]	Other[3]	Total
November 1, 2019	Calgary, AB	Meeting of PSI Board	\$ 597	\$ -	\$ -	\$ -	\$ -	\$ 597
Notes:								
April 7, 2020	Edmonton, AB	Institute of Corporate Directors (ICD)	\$ -	\$ -	\$ -	\$ -	\$ 998	\$ 998
Notes:								

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(No Report)

3. Working Sessions

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Dates	Location	Purpose	No. of attendees	Total
September 26, 2019	Edmonton, AB	Gift card for Elder as part of protocol for BOG meeting.		\$ 25

The submitting officer certifies that the above information is accurate and fully discloses all relevant expenses reimbursed for the period indicated. (Officer signature on file).



EXECUTIVE EXPENSE DISCLOSURE REPORT

Reporting Period: October 1, 2019 to December 31, 2019
Executive Officer Name Samantha Kernahan
Title Public Board Member, Vice-Chair
Office Board of Governors

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1. Travel and professional development

This section includes all reimbursable expenses for travel activities while on university business, attendance at and/or presenting at conferences, participating with professional organizations and participating in professional development.

Travel date(s)	Destination	Purpose	Airfare	Transportation[1]	Accommodation	Meals[2]	Other[3]	Total
November 27-28, 2019	Calgary, AB	Registration for Field Law Summit 2019 for Post-Secondary Institutions	\$ -	\$ 302	\$ 254	\$ -	\$ 236	\$ 792
Notes:								

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[3] Includes conference and professional development registration fees and other miscellaneous travel expenses

2. Hosting

This section includes all reimbursable expenses for events for which the **primary purpose is to host (entertain) external individuals** such as donors, government officials, visiting speakers etc. May include university staff as deemed appropriate to their positions.

(No Report)

3. Working Sessions

This section includes all reimbursable expenses for events and meetings **attended primarily by university staff**. May also include external individuals such as consultants, facilitators who are required to attend.

(No Report)

The submitting officer certifies that the above information is accurate and fully discloses all relevant expenses reimbursed for the period indicated. (Officer signature on file).