

EXECUTIVE EXPENSE DISCLOSURE REPORT



Reporting Period:	October 1, 2012 to December 31, 2012
Executive Officer Name	Dr. David W Atkinson
Title	President
Office	Office of the President

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 reimburseable 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
Aug 18-19, 2011	Montreal	Katimavik Board Meeting	\$ 1,843					\$ 1,843
Sept 21-23, 2012	Montreal	Katimavik Board Meeting	\$ 396	\$ 110	\$ 710	\$ 29		\$ 1,245
Sept 30-Oct 2,2012	Calgary	Presentating at New Western Universities Annual Conference	\$ 552	\$ 38				\$ 589
28-Sep-2012	Calgary	Meeting with prospective donor(s)	\$ 450					
31-Aug-2012	Calgary	Meeting with contracted consultant re branding strategy (ground transportation only - add-on to other travel to Calgary)		\$ 40				\$ 40
4-Oct-2012	Edmonton	Chamber of Commerce meeting				\$ 73		\$ 73

- 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 reimburseable 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.

Dates	Location	Purpose	No. of attendees	Total
19-Sep-12	Edmonton	Dinner Meeting with CONAHEC	2	\$ 59
10-Oct-12	Edmonton	Lunch meeting with external legal counsel	4	\$ 81
26-Oct-12	Edmonton	Lunch meeting with prospective donor	3	\$ 61
28-Nov-12	Edmonton	Lunch meeting with NorQuest	2	\$ 41
3-Dec-12	Edmonton	Lunch meeting with prospective donor	2	\$ 41

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3. Working Sessions

This section includes all reimburseable 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
11-Sep-12	Edmonton	Lunch - Planning Meeting	2	\$ 14

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).