

EXECUTIVE EXPENSE DISCLOSURE REPORT



Reporting Period:	October 1, 2012 to December 31, 2012
Executive Officer Name	Dr. Janet Paterson-Weir
	Provost and Executive Vice President
Title	Academic
Office	Office of the Provost

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
Sept 30 to Oct 4, 2012	Calgary	Meetings and conference attendance: New Western Universitites Conference Senior Academic Officers meeting Council of President's Meeting	\$ 152	\$ 414	\$ 1,154		\$ 499	\$ 2,219
Sept 24 - 26, 2012	Toronto	Universities Copyright Meeting	\$ 498	\$ 133	\$ 210			\$ 842
12-Oct-2012	Calgary	Meeting with University of Calgary Provost, U of C Grad Dean	\$ 571	\$ 93				\$ 665
11-Sep-2012	Edmonton	Attend Edmonton Police Foundation Board Meeting		\$ 10				\$ 10
31-Oct-2012	Edmonton	Meeting with University of Alberta Grad Dean		\$ 20				\$ 20
5-Nov-2012	Edmonton	Attend HR Workshop		\$ 18				\$ 18

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.

No applicable expenses to report for the period

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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.

No applicable expenses to report for the period

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).