



EXECUTIVE EXPENSE DISCLOSURE REPORT

Reporting Period:	October 1, 2012 to December 31, 2012
Executive Officer Name	Brent Quinton
Title	Vice President, Finance and Administration
Office	Office of the VP, Finance and Administration

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
5-Jul-2012	U of A, Edmonton	Meeting		\$ 8				\$ 8
August 20 - 21, 2012	Canmore, Alberta	Alberta Venture donor development		\$ 404	\$ 394			\$ 798
27-Sep-2012	Sutton Place Hotel, Edmonton	KPMG Seminar		\$ 12				\$ 12
4-Oct-2012	Commerce Place, Edmonton	Meeting		\$ 8				\$ 8
10-Oct-2013	Fairmont Hotel, Edmonton	Syncrude Event		\$ 5				\$ 5
29-Oct-2012	City Hall, Edmonton	Public Hearing - Zoning Bylaw		\$ 8				\$ 8
3-Dec-2012	Red Deer, Alberta	RDC's Marketplace Opening		\$ 62				\$ 62

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
25-Sep-2012	Blackhawk Golf Club	Prize donated to the Caritas Foundation golf tournament	4	\$ 299

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 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).