EXECUTIVE EXPENSE DISCLOSURE REPORT



Executive Officer Name 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 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	Me	als[2]		Other[3]	Total
October 5, 2016	Calgary, AB	Fund Development Meeting at National Music Centre	\$ -	\$	149	\$ -	\$	-	\$	-	\$ 149
Notes:	Additional expenses for airfare and	transportation were reported in the	previous quarter.								
October 21-24, 2016	Washington, DC, USA	Coalition of Urban and Metropolitan Universities (CUMU) 2016 Conference	\$ -	\$	-	\$ 1,651	\$	184	\$	-	\$ 1,836
Notes:	Additional expenses for airfare and transportation were reported in Q1 as part of the CUMU-AUCC travel to Washington, DC and Ottawa, ON and in Q2 2017.										
October 24-26, 2016 Notes:	Ottawa, ON Additional expenses for airfare and	AUCC (Universities Canada) Membership Meeting October 25- 26, 2016 transportation were reported in Q1 2	\$ -	\$ MU-AUCC travel to Wa	80 shing	\$ 426 ton, DC and Ottawa,		54	\$	-	\$ 560
October 31-November 3, 2016	Halifax, NS	Funeral Service in Halifax for former NSCAD University president Dr. Daniel O'Brien	\$ 1,621	\$	139	\$ 219	\$	91	\$	-	\$ 2,070
Notes:											
November 13-16, 2016	Ottawa, ON	Canadian Bureau for International Education CBIE's 50th Conference & Institutional Leadership Network (ILN) Meeting	\$ 978	\$	-	\$ -	\$	-	\$	-	\$ 978
Notes:	Additional expenses for transportation, accommodations and meals were reported in the previous quarter.										
November 18, 2016	Calgary, AB	Council of Presidents of Post- Secondary Institutions of Alberta (COPPOA) Meeting	\$ 401	\$	-	\$ -	\$	-	\$	-	\$ 401
Notes:	Additional expenses for transportation were reported in the previous quarter.										
November 27 - December 2, 2016	London, UK	Association of Commonwealth Universities (ACU) Council	\$ -	\$	78	\$ -	\$	-	\$	-	\$ 78
Notes:	Additional expenses for transportation and meals were reported in the previous quarter. ACU covered the cost of travel and accommodations as per their expenses policy.										
December 8, 2016	Edmonton, AB	Parking for the Edmonton Journal Editorial Board Meeting	\$ -	\$	21	\$ -	\$	-	\$	-	\$ 21
Notes:											

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Reporting Period: Executive Officer Name Title Office	January 1 - March 31, 2017* David W. Atkinson President Office of the President	UNIVERSITY						
December 13, 2016	Edmonton, AB	Parking at City Hall for the meeting with Councillor McKeen	\$ -	\$ 6	\$ -	\$ -	\$ -	\$ 6
Notes:								
February 1-5, 2017		International Association of University Presidents (IAUP) Semi Annual Meeting February 2-4, 2017	\$ 959	\$ -	\$ -	\$ -	\$ 41	\$ 1,000
Notes:	Additional expenses for this travel w	ill be reported in the next quarter.						

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.

Dates	Location	Purpose	No. of attendees	Total	
October 5, 2016	Calgary, AB	Fund Development Meeting	4	\$ 121	
October 13, 2016	Edmonton, AB	Government Relations Meeting	2	\$ 67	
		Meeting with the Students'			
October 14, 2016	Edmonton, AB	Association of MacEwan	7	\$ 193	
October 14, 2016	Edinoriton, AB	University (SAMU) Executive	/	\$ 193	
		Team			
		Fund Development Meeting -			
October 28, 2016	Edmonton, AB	CFAC Tour and Lunch with SAMU	9	\$ 184	
		Executives			
		International Relations - Hosting	8		
December 5, 2016	Edmonton, AB	Student Governance program		\$ 571	
		guests from Ukraine			
December 13, 2016	Edmonton, AB	External Relations Meeting	2	\$ 67	
		Meeting with the Students'			
		Association of MacEwan	_	400	
December 14, 2016	Edmonton, AB	University (SAMU) Executive	/	\$ 193	
		Team			
December 20, 2016	Edmonton, AB	Fund Development Meeting	3	\$ 110	

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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).

*Correction report posted Nov 2018