



EXECUTIVE EXPENSE DISCLOSURE REPORT

Reporting Period: January 1, 2018 to March 31, 2018
Executive Officer Name: Deborah Saucier
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	Meals[2]	Other[3]	Total
October 6, 2017	Edmonton, AB	Parking for an External Relations Meeting	\$ -	\$ 2	\$ -	\$ -	\$ -	\$ 2
Notes:								
October 21, 2017	Edmonton, AB	Parking for an External Relations Event	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ 10
Notes:								
October 24-25, 2017	Ottawa, ON	Universities Canada Membership Meetings	\$ -	\$ 126	\$ 278	\$ 10	\$ -	\$ 414
Notes:	Additional expenses were posted in previous disclosures.							
November 9-10, 2017	Vancouver, BC	Psychonomic Society 58th Annual Meeting	\$ 191	\$ 9	\$ 539	\$ 21	\$ -	\$ 760
Notes:	Additional expenses were posted in previous disclosures.							
November 20, 2017	Edmonton, AB	Parking for University Convocation Rehearsal	\$ -	\$ 3	\$ -	\$ -	\$ -	\$ 3
Notes:								
November 24, 2017	Calgary, AB	Council of Post-secondary Presidents of Alberta (COPPOA) Meeting at MRU	\$ 469	\$ 25	\$ -	\$ -	\$ -	\$ 494
Notes:								
November 29-30, 2017	Toronto, ON	The Conference Board of Canada Meetings	\$ 165	\$ 190	\$ 300	\$ 7	\$ -	\$ 662
Notes:								
December 3-6, 2017	Toronto, ON	Universities Canada Workshop	\$ 984	\$ 12	\$ 1,255	\$ 17	\$ -	\$ 2,268
Notes:								
January 15-16, 2018	Vancouver, BC	Universities Canada Forum	\$ 884	\$ -	\$ -	\$ -	\$ -	\$ 884
Notes:	Additional expense will be posted in future disclosures.							

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)



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[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 16, 2017	Edmonton, AB	External Relations Meeting	2	\$ 154
October 19, 2017	Edmonton, AB	External Relations Meeting	5	\$ 423
January 11, 2018	Edmonton, AB	Thank you gift for Deans' Council Retreat external facilitator	N/A	\$ 71
February 1, 2018	Edmonton, AB	Prime Minister's Town Hall	23	\$ 248
February 8, 2018	Edmonton, AB	Executive Counsel and SAMU Executive team meeting	11	\$ 173
April 6-10, 2018	Edmonton, AB	Gifts for visiting guests from Vierumaki, Finland	N/A	\$ 428

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
January 10-11, 2018	Edmonton, AB	Deans' Council Strategic Retreat	15	\$ 3,896

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).