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.

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	1	Transportation[1]	Accommodation		Meals[2]	Other[3]	Total
January 16, 2017	Vancouver, BC	Fund Development Meetings	\$	587	\$	77	\$ -	\$	-	\$ -	\$ 664
Notes:											
February 1-5, 2017	San Diego, CA, and Tijuana, Mexico	International Association of University Presidents (IAUP) Semi Annual Meeting	\$	113	\$	140	\$ 1,619	\$	114	\$ 653	\$ 2,639
Notes:	Additional expenses were reported in the previous quarter.										
February 10, 2017	Palm Springs, CA	Fund Development Meeting	\$	894	\$	-	\$ -	\$	-	\$ -	\$ 894
Notes:	Airfare and seat refund - Fund Devel	Airfare and seat refund - Fund Development meeting in Palm Springs (February 10, 2017 date changed to January 25, 2017).									
April 5-6, 2017	Toronto, ON	Fund Development Meetings	\$	907	\$	80	\$ 321	\$	-	\$ -	\$ 1,308
Notes:		•	•								
April 24-26, 2017	Montreal, QC	AUCC (Universities Canada) Membership Meeting	\$	889	\$	95	\$ 645	\$	-	\$ -	\$ 1,629
Notes:											
May 17, 2017	Edmonton, AB	Parking for the CMHA Edmonton Region Meeting	\$	-	\$	5	\$ -	\$	-	\$ -	\$ 5
Notes:											
May 20-28, 2017	Kyiv, Ternopil, Lviv, Ukraine	International Relations - Visits to Partner institutions; Ternopil State Medical University Anniversary Celebration May 26, 2017	\$	3,501	\$	150	\$ 1,375	\$	2	\$ 151	\$ 5,178
Notes:											
June 13-16, 2017	Regina, SK	CONAHEC 18th North American Higher Education Conference	\$	679	\$	-	\$ -	\$	-	\$ 623	\$ 1,301
Notes:	Additional expenses will be reported	in the next quarter.									
July 5-8, 2017	Vienna, Austria	International Association of University Presidents (IAUP) Semi- Annual Meeting	\$	2,985	\$	-	\$ -	\$	-	\$ 1,890	\$ 4,875
Notes:	Additional Expenses will be reported	in the next quarter.									

EXECUTIVE EXPENSE DISCLOSURE REPORT

Reporting Period: April 1, 2017 to June 30, 2017*

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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		
ovember 9, 2016 Edmonton, AB CFAC Tour and Lunch for Jayman BUILT representatives		5	\$ 1			
January 5, 2017	Edmonton, AB	Meeting with the Students' Association of MacEwan University (SAMU) Executive Team	7	\$ 1		
January 11, 2017	Edmonton, AB	External Relations Meeting	2	\$ 1		
January 12, 2017	Edmonton, AB	External Relations Meeting	2	\$		
January 12, 2017	Edmonton, AB	External Relations Meeting	2	\$		
January 16, 2017	Vancouver, BC	Fund Development Meeting	2	\$		
January 28, 2017	Edmonton, AB	International Relations - Hosting visiting students from Ukraine	12	\$ 3		
February 8, 2017	Edmonton, AB	External Relations Meeting	2	\$		
February 9, 2017	Edmonton, AB	Meeting with the Students' Association of MacEwan University (SAMU) Executive Team	7	\$ 1		
February 15, 2017	Edmonton, AB	External Relations Meeting	11	\$ 1,5		
March 2, 2017	Edmonton, AB	Meeting with the Students' Association of MacEwan University (SAMU) Executive Team	7	\$ 1		
March 8, 2017	Edmonton, AB	Board Relations Meeting	2	\$		
March 9, 2017	Edmonton, AB	President's Transition Meeting	4	\$ 1		
March 24, 2017	Edmonton, AB	President's Transition Meeting	2	\$		
April 6, 2017	Toronto, ON	Fund Development Meeting	3	\$		
April 6, 2017	Toronto, ON	Fund Development Meeting	4	\$ 1		
April 7, 2017	Edmonton, AB	External Relations Meeting	9	\$ 3		
April 13, 2017	Edmonton, AB	University Relations Meeting	2	\$		
April 13, 2017	Edmonton, AB	Meeting with the Students' Association of MacEwan University (SAMU) Executive Team	7	\$ 2		

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Kyiv

Kyiv

Meeting with the Students' Association of MacEwan

University (SAMU) Executive

International Relations Meeting in

International Relations Meeting in

International Relations meeting in

University Relations Meeting

Visitors from Ukraine

International Relations - Hosting

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Reporting Period:	April 1, 2017 to June 30, 2017*	k	
Executive Officer Name	David W. Atkinson		
Title	President		
Office	Office of the President		
May 6, 2017	Edmonton, AB	Gift for host in Ukraine (trip May	1

Edmonton, AB

Lviv, Ukraine

Kyiv, Ukraine

Kyiv, Ukraine

Edmonton, AB

Edmonton, AB



395

163

46

11

28

164

166

3. Working Sessions

May 11, 2017

May 22, 2017

May 27, 2017

May 27, 2017

May 30, 2017

June 3, 2017

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.

7

4

3

3

2

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Dates	Location	Purpose	No. of attendees	Total		
April 6, 2017	Toronto, ON	Fund Development Meeting	2	\$ 95		
May 21, 2017	Kyiv, Ukraine	International Relations	2	\$ 35		
May 25, 2017	Kyiv, Ukraine	International Relations	3	\$ 63		
May 27, 2017	Kyiv, Ukraine	International Relations	3	\$ 1		
May 27, 2017	Kyiv, Ukraine	International Relations	3	\$ 77		

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