



EXECUTIVE EXPENSE DISCLOSURE REPORT

Reporting Period: July 1, 2017 to September 30, 2017
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	Meals[2]	Other[3]	Total
May 20-28, 2017	Kyiv, Ternopil, Lviv, Ukraine	International Relations - Visits to Partner Institutions: Ternopil State Medical University Anniversary Celebration	\$ -	\$ -	\$ -	\$ -	\$ 306	\$ 306
Notes:	Additional expenses will be posted in future disclosures. Other costs noted relate to the costs of gifts for officials in Ukraine.							
June 13-16, 2017	Regina, SK	CONAHEC 18th North American Higher Education Conference	\$ -	\$ 77	\$ 765	\$ 9	\$ -	\$ 851
Notes:	Additional expenses will be posted in future disclosures.							
July 3-14, 2017	Vienna, Austria	IAUP (International Association of University President) Triennial Conference	\$ -	\$ -	\$ 1,383	\$ -	\$ -	\$ 1,383
Notes:	Airfare expense posted in previous 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
June 7, 2017	Edmonton, AB	Meeting with the Students' Association on MacEwan University Executive Team	7	\$ 206
June 21, 2017	Edmonton, AB	Thank you flowers for 2 guests	2	\$ 85



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Executive Officer Name	David W. Atkinson
Title	President
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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).



EXECUTIVE EXPENSE DISCLOSURE REPORT

Reporting Period:	July 1, 2017 to September 30, 2017
Executive Officer Name	Deborah Saucier
Title	President
Office	Office of the President

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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
May 29-31, 2017	Edmonton, AB	Incoming President Visit from Toronto	\$ 990	\$ 83	\$ 192	\$ -	\$ -	\$ 1,265
Notes:	Additional expenses will be posted in future disclosures.							
July 7-12, 2017	Boston, MA	Attend Harvard Seminar for New Presidents	\$ 778	\$ -	\$ -	\$ -	\$ 12,311	\$ 13,089
Notes:	Additional expenses will be posted in future disclosures.							

Notes: (All amounts are inclusive of taxes (GST, etc.)

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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
August 11, 2017	Edmonton, AB	Government of Alberta officials' Institutional Visit	14	\$ 290

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).