



EXECUTIVE EXPENSE DISCLOSURE REPORT

Reporting Period: July 1, 2018 to September 30, 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
May 8, 2018	Oshawa, ON	UOIT New President Installation	\$ -	\$ 151	\$ -	\$ -	\$ -	\$ 151
Notes:	Additional expenses were posted on a previous disclosure.							
June 11, 2018	Edmonton, AB	Parking for meeting at City Hall	\$ -	\$ 16	\$ -	\$ -	\$ -	\$ 16
Notes:								
July 4, 2018	Edmonton, AB	Parking for the external relations meeting	\$ -	\$ 4	\$ -	\$ -	\$ -	\$ 4
Notes:								
July 22-26, 2018	Spokane, WA	The Pacific NorthWest Economic Region (PNWER) 28th Annual Summit	\$ 626	\$ 114	\$ 426	\$ 80	\$ -	\$ 1,245
Notes:								
August 3, 2018	Edmonton, AB	Parking for the external relations meeting	\$ -	\$ 4	\$ -	\$ -	\$ -	\$ 4
Notes:								
August 25, 2018	Edmonton, AB	Canadian Light Infantry French Grey Ball two tickets for the President and guest	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ 300
Notes:								

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

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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
May 16, 2018	Edmonton, AB	University Relations Meeting	3	\$ 193
June 7, 2018	Edmonton, AB	Government Relations Meeting	2	\$ 75
June 8, 2018	Edmonton, AB	Government Relations Meeting	2	\$ 23
June 14, 2018	Edmonton, AB	Executive Council and SAMU Executive Team Meeting	9	\$ 186
June 15, 2018	Edmonton, AB	Community Relations Meeting	2	\$ 16
June 25, 2018	Edmonton, AB	Gifts for external guests 2018-2019		\$ 711
August 2, 2018	Edmonton, AB	External Relations Meeting	2	\$ 36
August 3, 2018	Edmonton, AB	Board Relations Meeting	4	\$ 94

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
June 26, 2018	Edmonton, AB	Internal Planning Working Session	5	\$ 150

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).