



EXECUTIVE EXPENSE DISCLOSURE REPORT

Reporting Period: January 1, 2017 to March 31, 2017*
Executive Officer Name John Corlett
Title Provost
Office Office of the Provost

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
December 7-9, 2016	Calgary, AB	Attend SAO/Provosts meetings	\$ 579	\$ 60	\$ -	\$ 67	\$ -	\$ 706
Notes:	Expenses posted in previous quarter: \$420 airfare.							
December 13, 2016	Calgary, AB	Attend Quality Council meeting	\$ 391	\$ 172	\$ -	\$ 12	\$ -	\$ 575
Notes:								
January 11, 2017	Athabasca, AB	Attend President's installation at Athabasca University	\$ -	\$ 82	\$ -	\$ -	\$ -	\$ 82
Notes:								
February 17-24, 2017	Guadalajara, Mexico	Meetings with officials from government and universities	\$ 1,189	\$ -	\$ -	\$ -	\$ -	\$ 1,189
Notes:								
March 1-3, 2017	Victoria, BC	Attend WestVAC meetings	\$ 411	\$ -	\$ -	\$ -	\$ -	\$ 411
Notes:	Expenses posted in previous quarter: \$525 registration fee.							
March 18-21, 2017	Seattle, WA	Attend and present at SCUP Conference	\$ 719	\$ -	\$ -	\$ -	\$ -	\$ 719
Notes:								
April 12-16, 2017	Toronto, ON	Attend and present at IPLC Conference	\$ 890	\$ -	\$ 196	\$ -	\$ -	\$ 1,086
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
January 5, 2017	Edmonton, AB	Luncheon meeting with incoming Athabasca University president	2	\$ 48
January 11, 2017	Edmonton, AB	Breakfast meeting with PSI Provosts	6	\$ 196
January 18, 2017	Edmonton, AB	Luncheon meeting with City of Edmonton official	2	\$ 52
January 19, 2017	Edmonton, AB	Luncheon meeting with NAIT official	2	\$ 45
February 15, 2017	Edmonton, AB	Breakfast meeting with PSI Provosts	6	\$ 169

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 12, 2017	Edmonton, AB	Luncheon meeting with staff	2	\$ 34

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