



EXECUTIVE EXPENSE DISCLOSURE REPORT

Reporting Period:	January 1, 2018 to March 31, 2018
Executive Officer Name	John Corlett
Title	Provost & Vice President Academic
Office	Provost & Vice President Academic

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
January 25-26, 2018	Calgary, AB	Attend SAO/Provosts meetings	\$ 305	\$ 130	\$ 200	\$ 41	\$ -	\$ 676
Notes:								
February 28 - March 2, 2018	Victoria, BC	Attend WestVAC Conference	\$ 376	\$ 195	\$ 422	\$ 31	\$ -	\$ 1,023
Notes:	Additional expenses were posted in previous quarter.							
April 4-8, 2018	Boston, MA	Attend Ashoka U Exchange	\$ 933	\$ -	\$ -	\$ -	\$ -	\$ 933
Notes:	Additional expenses were 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
December 6, 2017	Toronto, ON	International student recruiter meeting	2	\$ 59
December 19, 2017	Edmonton, AB	Ministry official meeting	2	\$ 38
December 21, 2017	Edmonton, AB	Meeting with UofA official	2	\$ 42
February 4, 2018	Edmonton, AB	External Reviewers meeting	4	\$ 222
February 9, 2018	Edmonton, AB	Meeting with UofA official	2	\$ 58
February 9, 2018	Edmonton, AB	Deans and FBS Rep meeting	11	\$ 234
February 15, 2018	Edmonton, AB	Meeting with Edmonton PSI Provosts	5	\$ 191



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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.

Dates	Location	Purpose	No. of attendees	Total
January 16, 2018	Edmonton, AB	Working session with Dean	2	\$ 45
January 22, 2018	Edmonton, AB	Working session with Dean	2	\$ 28

*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).*