



EXECUTIVE EXPENSE DISCLOSURE REPORT

Reporting Period: April 1, 2017 to June 30, 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
February 17-24, 2017	Guadalajara, Mexico	Meetings with officials from government and universities	\$ 53	\$ 21	\$ 1,841	\$ 239	\$ -	\$ 2,154
Notes:	Airfare was reported in the previous quarter.							
March 1-2, 2017	Victoria, BC	Attend WestVAC meetings	\$ -	\$ 265	\$ 302	\$ 106	\$ -	\$ 673
Notes:	Airfare and registration fee were reported in the previous quarter.							
March 18-21, 2017	Seattle, WA	Attend and present at SCUP Conference	\$ -	\$ 367	\$ 739	\$ 240	\$ 727	\$ 2,072
Notes:	Airfare was reported in the previous quarter.							
March 23-24, 2017	Edmonton, AB	Attend provincial senior academic officers meetings	\$ -	\$ 155	\$ -	\$ -	\$ -	\$ 155
Notes:								
April 12-16, 2017	Toronto, ON	Attend and present at IPLC Conference	\$ -	\$ 265	\$ 617	\$ 257	\$ 519	\$ 1,657
Notes:	Airfare and accommodation expenses were reported in the previous quarter.							
May 12-24, 2017	Guadalajara, Mexico	Attend meetings with government and university officials, faculty tour	\$ 845	\$ 79	\$ 2,832	\$ 148	\$ -	\$ 3,905
Notes:								
May 29-30, 2017	Calgary, AB	Attend SAO/Provosts meeting	\$ 312	\$ 73	\$ 223	\$ 15	\$ -	\$ 622
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
February 9, 2017	Edmonton, AB	Luncheon meeting with international student recruiter	3	\$ 52
March 14, 2017	Edmonton, AB	Luncheon meeting with City of Edmonton official	2	\$ 36
March 22, 2017	Edmonton, AB	Breakfast meeting with PSI Provosts	5	\$ 129
April 10, 2017	Edmonton, AB	Luncheon meeting with Yukon College official	4	\$ 87
April 18, 2017	Edmonton, AB	Breakfast meeting with PSI Provosts	5	\$ 129
April 21, 2017	Edmonton, AB	Luncheon meeting with visiting Mexican university official	3	\$ 72
May 1, 2017	Edmonton, AB	Luncheon meeting with executive recruiter	2	\$ 42
May 10, 2017	Edmonton, AB	Breakfast meeting with PSI Provosts	6	\$ 147

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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
May 14, 2017	Guadalajara, Mexico	Working session with MacEwan faculty group	6	\$ 157
May 15, 2017	Guadalajara, Mexico	Working session with MacEwan faculty group	6	\$ 97
May 16, 2017	Guadalajara, Mexico	Working session with MacEwan faculty group	6	\$ 167
May 17, 2017	Guadalajara, Mexico	Working session with MacEwan faculty group	6	\$ 273

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