



## EXECUTIVE EXPENSE DISCLOSURE REPORT

Reporting Period:	April 1, 2018 to June 30, 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
June 23-30, 2018	Guatemala City, GT	Meetings with government and university officials	\$ 2,098	\$ -	\$ -	\$ -	\$ -	\$ 2,098
Notes:	Additional expenses will be posted in a future disclosure.							
April 4-8, 2018	Boston, MA	Attend Ashoka U Exchange	\$ -	\$ 233	\$ 1,512	\$ 265	\$ 14	\$ 2,025
Notes:	Additional expenses were posted in a previous disclosure.							
February 28 - March 2, 2018	Victoria, BC	Attend WestVAC Conference	\$ -	\$ 65	\$ -	\$ -	\$ -	\$ 65
Notes:	Additional expenses were posted in a previous disclosure.							
April 27, 2018	Nisku, AB	Attend SAO/Provosts Meeting	\$ -	\$ 120	\$ -	\$ -	\$ -	\$ 120
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

### 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
March 7, 2018	Edmonton, AB	Meeting with position candidate	2	\$ 87
March 8, 2018	Edmonton, AB	Meeting with Ministry officials	4	\$ 79
March 12, 2018	Edmonton, AB	Meeting with position candidate	2	\$ 95
March 15, 2018	Edmonton, AB	Meeting with position candidate	2	\$ 123
March 18, 2018	Edmonton, AB	Meeting with position candidate	2	\$ 77
April 25, 2018	Edmonton, AB	Meeting with position candidate	2	\$ 28



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April 25, 2018	Edmonton, AB	Meeting with IBM and MacEwan staff	4	\$	107
May 10, 2018	Edmonton, AB	Provincial SAO meeting	8	\$	203

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
April 30, 2018	Edmonton, AB	Working session with Dean	2	\$ 36

*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).*