

EXECUTIVE EXPENSE DISCLOSURE REPORT



Reporting Period: April 1, 2019 to June 30, 2019
Executive Officer Name: Craig Monk
Title: Provost and Vice-President, Academic
Office: Provost and 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
March 28, 2019	Edmonton, AB	Attend MacEwan Athletics Awards Banquet at Sutton Place Hotel	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ 10
Notes:								
April 11-12, 2019	Calgary, AB	Attendance at ACOSAO meeting	\$ -	\$ 303	\$ 375	\$ -	\$ 46	\$ 724
Notes:								
April 12, 2019	Calgary, AB	AVP Research Search	\$ -	\$ 45	\$ -	\$ -	\$ -	\$ 45
Notes:								
June 8-12, 2019	Halifax, NS	Attendance at CAUBO 2019	\$ 1,231	\$ -	\$ -	\$ 245	\$ 770	\$ 2,246
Notes: Additional expenses will be posted on a future disclosure.								

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
November 22, 2018	Edmonton, AB	Gifts for visit from Counsel General of Japan & other dignitaries	5	\$ 215
March 20, 2019	Edmonton, AB	Dinner with MacEwan Book of the Year author	2	\$ 69
March 21, 2019	Edmonton, AB	Dinner for MacEwan Book of the Year author & guests	5	\$ 197

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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
April 5-8, 2019	Edmonton, AB	AVP Research Candidate Interviews	10	\$ 2,088
June 30, 2019	Calgary, AB	ACOSAO meeting - MacEwan portion	8	\$ 721

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).