



EXECUTIVE EXPENSE DISCLOSURE REPORT

Reporting Period:	July 1, 2017 to September 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
May 12-24, 2017	Guadalajara, Mexico	Meetings with government and university officials - faculty tour	\$ -	\$ 376	\$ -	\$ -	\$ -	\$ 376
Notes:	Additional expenses for airfare, transportation, accommodation, and meals were reported in previous quarter.							
June 6-9, 2017	Banff, AB	Attend Great Teachers Seminar	\$ -	\$ 455	\$ 598	\$ 119	\$ -	\$ 1,173
Notes:								
July 11-15, 2017	Turin, Italy	Memorial service for MacEwan student	\$ 2,700	\$ 191	\$ 571	\$ 194	\$ -	\$ 3,656
Notes:								
July 24-28, 2017	New Orleans, LA	Attend Blackboard Conference	\$ 1,026	\$ 111	\$ 1,143	\$ 369	\$ 1,257	\$ 3,906
Notes:								
August 20-23, 2017	San Jose, CA	Attend Global Venture Lab Academic Summit	\$ 669	\$ 474	\$ 1,122	\$ 158	\$ 525	\$ 2,947
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
June 27, 2017	Edmonton, AB	Luncheon meeting with City official	2	\$ 33
July 14, 2017	Turin, Italy	Dinner meeting with government officials and MacEwan staff	4	\$ 384
July 20, 2017	Edmonton, AB	Luncheon meeting with Executive Recruiter	2	\$ 36

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July 31, 2017	Edmonton, AB	Luncheon meeting with Executive Recruiter	2	\$	31
August 10, 2017	Edmonton, AB	Luncheon meeting with NAIT official	2	\$	40
August 11, 2017	Edmonton, AB	Luncheon meeting with Executive Recruiter	2	\$	51
August 24, 2017	Edmonton, AB	Dinner meeting with position candidate	2	\$	98
August 30, 2017	Edmonton, AB	Dinner meeting with position candidate	2	\$	113
August 31, 2017	Edmonton, AB	Luncheon meeting with Executive Recruiter	2	\$	40

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 15, 2017	Guadalajara, Mexico	Working session with faculty on travel status	6	\$ 79
June 5, 2017	Edmonton, AB	Working session with Dean	2	\$ 36
July 7, 2017	Edmonton, AB	Working session with MacEwan staff	2	\$ 39
August 2, 2017	Edmonton, AB	Working session with MacEwan staff	2	\$ 38

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).