EXECUTIVE EXPENSE DISCLOSURE REPORT

MacEwan UNIVERSITY

Reporting Period:	October 1, 2018 to December 31, 2018
Executive Officer Name:	**Craig Monk**
Title:	Provost and Vice-President Academic (pro tempore)
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
October 31 - November 3, 2018	Montreal, QC	FBS 2018 Annual Conference	$ -	$ 165	$ 814	$ -	$ 500	$ 1,479
Notes:	Additional expenses were posted on a previous disclosure.							
November 29, 2018	Edmonton, AB	2018 Field Law Post-Secondary Summit	$ -	$ -	$ -	$ -	$ 236	$ 236
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.

(No Report)

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.

(No Report)

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).