



EXECUTIVE EXPENSE DISCLOSURE REPORT

Reporting Period: January 1, 2017 to March 31, 2017*
Executive Officer Name **Brent Quinton**
Title Vice President, Finance and Administration
Office Office of the Vice President, Finance & Administration

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
November 14, 2016	Edmonton, AB	Parking to attend meeting	\$ -	\$ 8	\$ -	\$ -	\$ -	\$ 8
Notes:								
December 13, 2016	Edmonton, AB	Parking to attend Business Dinner	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ 10
Notes:	Transaction from previous quarter not disclosed in the second quarter.							
February 2-3, 2017	Calgary, AB	Senior Business Officers Meeting	\$ -	\$ -	\$ 152	\$ -	\$ -	\$ 152
Notes:								
February 22, 2017	Kelowna, BC	Western Canada VP Meeting	\$ 322	\$ -	\$ -	\$ -	\$ 300	\$ 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

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 28, 2017	Edmonton, AB	Host meal with External Vendor	2	\$ 85



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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.

(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).

*Correction report posted Nov 2018