EXECUTIVE EXPENSE DISCLOSURE REPORT

Reporting Period: January 1, 2019 to March 31, 2019

Executive Officer Name: Myrna Khan

Title: Vice-President, University Relations

Office University Relations



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 16, 2018	Edmonton, AB	University Relations event	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ 10
Notes:								
October 17, 2018	Edmonton, AB	City of Edmonton Event	\$ -	\$ 12	\$ -	\$ -	\$ -	\$ 12
Notes:								
November 9, 2018	Edmonton, AB	External Relations Meeting	\$ -	\$ 6	\$ -	\$ -	\$ -	\$ 6
Notes:								
November 15, 2018	Edmonton, AB	National Philanthropy Day	\$ -	\$ 6	\$ -	\$ -	\$ -	\$ 6
Notes:								
November 20, 2018	Edmonton, AB	Clean Air Forum	\$ -	\$ 7	\$ -	\$ -	\$ -	\$ 7
Notes:								
November 20, 2018	Edmonton, AB	MacEwan University Convocation	\$ -	\$ 20	\$ -	\$ -	\$ -	\$ 20
Notes:								
November 21, 2018	Edmonton, AB	ACWS Fundraiser Event	\$ -	\$ 14	\$ -	\$ -	\$ 300	\$ 314
Notes:								
November 29, 2018	Edmonton, AB	Summit	\$ -	\$ 36	\$ -	\$ -	\$ 236	\$ 272
Notes:								
December 2, 2018	Edmonton, AB	AGA Fundraiser Event	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
Notes:								
December 5, 2018	Banff, AB	CAUBO Conference	\$ -	\$ 141	\$ -	\$ -	\$ 650	\$ 791
Notes:								
December 5, 2018	Edmonton, AB	Alberta Caucus Meeting	\$ -	\$ 4	\$ -	\$ -	\$ -	\$ 4
Notes:								
December 10, 2018	Edmonton, AB	External Relations Meeting	\$ -	\$ 14	\$ -	\$ -	\$ -	\$ 14
Notes:								
January 23, 2019	Edmonton, AB	TEDx Event	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ 50
Notes:								
January 30, 2019	Edmonton, AB	The Centre for Family Literacy Event	\$ -	\$ 14	\$ -	\$ -	\$ -	\$ 14
Notes:								

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Executive Officer Name: Title:	January 1, 2019 to March 31, 2019 Myrna Khan Vice-President, University Relations University Relations			UNIVERSITY						
February 5-7, 2019	Ottawa, ON	Universities Canada Conference	\$ 689	\$ -	\$ -	\$ -	\$ 300	\$ 989		
Notes:	Additional expenses will be posted or	n a future disclosure.								
February 14, 2019	Edmonton, AB	Event	\$ -	\$ -	\$ -	\$ -	\$ 37	\$ 37		
Notes:							·			
February 21, 2019	Edmonton, AB	United Way Fundraiser Event	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ 1,200		
Notes:	Additional expenses will be posted or	n 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

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		
October 26, 2018	Edmonton, AB	University Relations Meeting	20	\$ 229		
November 1, 2018	Edmonton, AB	External Relations Meeting	2	\$ 36		
November 13, 2018	Edmonton, AB	University Relations Meeting	21	\$ 127		
		Executive Council and SAMU				
December 12, 2018	Edmonton, AB	Executive Team Meeting	12	\$ 228		
January 7, 2019	Edmonton, AB	University Relations Meeting	21	\$ 115		
		Gift for external stakeholders				
January 11, 2019	Edmonton, AB	2018/2019	N/A	\$ 144		
January 18, 2019	Edmonton, AB	University Relations Meeting	21	\$ 81		

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).