

EXECUTIVE EXPENSE DISCLOSURE REPORT

Reporting Period: January 1, 2020 to March 31, 2020
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
December 5, 2019	Edmonton, AB	External Relations Meeting	\$ -	\$ -	\$ -	\$ 28	\$ -	\$ 28
Notes:								
December 8, 2019	Edmonton, AB	University Event	\$ -	\$ 8	\$ -	\$ -	\$ -	\$ 8
Notes:								
December 13, 2019	Edmonton, AB	Downtown Business Association Meeting	\$ -	\$ 16	\$ -	\$ -	\$ -	\$ 16
Notes:								
January 13, 2020	Edmonton, AB	External Relations Meeting	\$ -	\$ 20	\$ -	\$ -	\$ -	\$ 20
Notes:								
January 26, 2020	Edmonton, AB	University Event	\$ -	\$ 16	\$ -	\$ -	\$ -	\$ 16
Notes:								
January 29, 2020	Edmonton, AB	External Relations Meeting	\$ -	\$ 9	\$ -	\$ -	\$ -	\$ 9
Notes:								
January 31, 2020	Edmonton, AB	Stakeholder Relations Meeting	\$ -	\$ 8	\$ -	\$ -	\$ -	\$ 8
Notes:								
February 20, 2020	Edmonton, AB	Downtown Business Association Meeting	\$ -	\$ 4	\$ -	\$ -	\$ -	\$ 4
Notes:								
February 25, 2020	Edmonton, AB	Chamber of Commerce Event	\$ -	\$ -	\$ -	\$ -	\$ 263	\$ 263
Notes:								
February 26, 2020	Edmonton, AB	External Relations Meeting	\$ -	\$ 3	\$ -	\$ -	\$ -	\$ 3
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

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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
September 6, 2019	Edmonton, AB	Gift for Alberta Minister's Tour	N/A	\$ 77
December 5, 2019	Edmonton, AB	Alumni Advisory Council	14	\$ 875

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).