



EXECUTIVE EXPENSE DISCLOSURE REPORT

Reporting Period:	January 1, 2024 to March 31, 2024
Executive Officer Name	Lara McClelland
Title	Vice-President
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
April 3, 2024	Toronto, ON	York University Professional Development	\$ -	\$ -	\$ -	\$ -	\$ 130	\$ 130
Notes:								
October 22-24, 2023	Ottawa, ON	Federal Advocacy and meetings	\$ 488	\$ -	\$ -	\$ -	\$ -	\$ 488
Notes:	Additional expenses were posted on a previous 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

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.

Dates	Location	Purpose	No. of attendees	Total
December 15, 2023	Edmonton, AB	Development lunch with donors	6	\$ 182
December 21, 2023	Edmonton, AB	Coffee meeting with potential donor	2	\$ 8
February 16, 2023	Edmonton, AB	Coffee meeting with industry partner	2	\$ 13

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).