



EXECUTIVE EXPENSE DISCLOSURE REPORT

Reporting Period:	April 1, 2024 to June 30, 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
June 1-4, 2024	Montreal, QC	CAUBO Conference	\$ -	\$ 146	\$ -	\$ 180	\$ 30	\$ 356
Notes:								
May 27, 2024	Toronto, ON	York University Professional Development	\$ -	\$ -	\$ -	\$ -	\$ 2,076	\$ 2,076
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.

Dates	Location	Purpose	No. of attendees	Total
May 22, 2024	Edmonton, AB	Donor meeting	2	\$ 10
May 24, 2024	Edmonton, AB	Donor meeting	2	\$ 13
March 26, 2024	Edmonton, AB	Donor meeting	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).