

EXECUTIVE EXPENSE DISCLOSURE REPORT

Reporting Period:	July 1, 2022 to September 30, 2022
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
June 14, 2022	Edmonton, AB	Reciprocity of Relationships hosted by the Institute of Corporate Directors	\$ -	\$ -	\$ -	\$ -	\$ 32	\$ 32
Notes:								
June 16, 2022	Edmonton, AB	Downtown Business Association board meeting	\$ -	\$ 12	\$ -	\$ -	\$ -	\$ 12
Notes:								
July 10-11, 2022	Calgary, AB	Calgary Stampede government affairs networking related to School of Business building	\$ 338	\$ 185	\$ 583	\$ -	\$ -	\$ 1,106
Notes:								
July 13-15, 2022	St. John's NL	Committed to Place: Leading Engaged Universities to Support Thriving Communities and Regions	\$ 1,379	\$ 79	\$ 1,185	\$ 102	\$ -	\$ 2,744
Notes:	Additional expenses were posted on a previous disclosure							
July 21, 2022	Edmonton, AB	Downtown Business Association board meeting	\$ -	\$ 12	\$ -	\$ -	\$ -	\$ 12
Notes:								
August 18, 2022	Edmonton, AB	Downtown Business Association board meeting	\$ -	\$ 12	\$ -	\$ -	\$ -	\$ 12
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
August 24, 2022	Edmonton, AB	Lunch with Alumni to discuss MacEwan Means Business Campaign	2	\$ 61

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
June 9, 2022	Edmonton, AB	Lunch with Dean of Business to discuss MacEwan Means Business Campaign	2	\$ 39

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).