

EXECUTIVE EXPENSE DISCLOSURE REPORT



Reporting Period January 1, 2025 to March 31, 2025
Executive Officer Name Lara McClelland
Title Vice President
Office University Relations 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 or professional organizations, or participating in professional development.

Travel date(s)	Destination	Purpose	Airfare	Transportation[1]	Accommodation	Meals[2]	Other[3]	Total
January 5, 2025	Toronto, ON	York University Professional Development	\$ -	\$ -	\$ -	\$ -	\$ 4,095	\$ 4,095
January 8, 2025	Edmonton, AB	Downtown Action Focus Group Meeting	\$ -	\$ 9	\$ -	\$ -	\$ -	\$ 9
January 9, 2025	Edmonton, AB	Higher Education Subscription - cancelled	\$ -	\$ -		\$ -	\$ (51)	\$ (51)
February 1, 2025	Toronto, ON	York University Professional Development	\$ -	\$ -	\$ 1,509	\$ -	\$ -	\$ 1,509

All amounts are inclusive of taxes (GST, etc.)

[1] Transportation includes public transportation, rental cars, taxi/car service, parking and mileage (on a per 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
January 8, 2025	Edmonton, AB	University Relations	2	\$ 7
January 8, 2025	Edmonton, AB	University Relations	2	\$ 30
January 8, 2025	Edmonton, AB	University Relations	2	\$ 4
January 9, 2025	Edmonton, AB	University Relations	2	\$ 15
January 23, 2025	Edmonton, AB	University Relations	2	\$ 13
February 19, 2025	Edmonton, AB	University Relations	2	\$ 4
February 20, 2025	Edmonton, AB	University Relations	2	\$ 13

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 or facilitators.

(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).