

EXECUTIVE EXPENSE DISCLOSURE REPORT



Reporting Period April 1, 2025 to June 30, 2025
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, 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

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
April 29, 2025	Toronto, ON	York University Professional Development Note: Travel & accommodation expenses to be posted in next quarter	\$ -	\$ -	\$ -	\$ -	\$ 3,580	\$ 3,580
May 21-22, 2025	Fort McMurray, AB	Potential donor engagement	\$ -	\$ -	\$ 247	\$ -	\$ -	\$ 247
May 27, 2025	Edmonton, AB	Edmonton Real Estate Forum	\$ -	\$ 20	\$ -	\$ -	\$ -	\$ 20

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 event expenses 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 by their positions.

Dates	Location	Purpose	No. of attendees	Total
March 6, 2025	Edmonton, AB	University Relations	2	\$ 10
March 13, 2025	Edmonton, AB	University Relations	2	\$ 14
March 14, 2025	Edmonton, AB	University Relations	2	\$ 14
April 7, 2025	Edmonton, AB	University Relations	2	\$ 7
April 11, 2025	Edmonton, AB	University Relations	2	\$ 12
April 22, 2025	Edmonton, AB	University Relations	3	\$ 76
April 28, 2025	Edmonton, AB	University Relations	2	\$ 7
May 21, 2025	Fort McMurray, AB	University Relations	3	\$ 41
May 23, 2025	Edmonton, AB	University Relations	4	\$ 20

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.

Dates	Location	Purpose	No. of attendees	Total
April 28, 2025	Edmonton, AB	Advancement	6	\$ 154

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).