

# EXECUTIVE EXPENSE DISCLOSURE REPORT



Reporting Period July 1, 2025 to September 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
June 24, 2025	Edmonton, AB	Downtown Revitalization Coalition Meeting	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ 10
June 26, 2025	Edmonton, AB	Edmonton City Council Public Hearing	\$ -	\$ 20	\$ -	\$ -	\$ -	\$ 20
July 3-7, 2025	Calgary, AB	Calgary Stampede- Government Relations Meetings	\$ -	\$ 331	\$ 1,335	\$ 240	\$ 50	\$ 1,956
August 19, 2025	Toronto, ON	York University Professional Development	\$ -	\$ -	\$ -	\$ -	\$ 3,578	\$ 3,578

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
July 9, 2025	Edmonton, AB	University Relations	2	\$ 19
August 25, 2025	Edmonton, AB	University Relations	2	\$ 11

## 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).