

## EXECUTIVE EXPENSE DISCLOSURE REPORT



**Reporting Period:** October 1, 2024 to December 31, 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
September 9-12, 2024	Seattle, WA	IDA's 70th Annual Conference and Marketplace Registration	\$ -	\$ -	\$ 1,326	\$ -	\$ -	\$ 1,326
Notes:								
November 17-19, 2024	Ottawa, ON	MacEwan Day On the Hill and Government meetings	\$ 537	\$ 181	\$ 478	\$ 140	\$ -	\$ 1,337
Notes:								
November 26-28, 2024	Toronto, ON	WXN event	\$ 705	\$ 117	\$ 860	\$ 75	\$ 67	\$ 1,824
Notes:								
January 27-31, 2025	Toronto, ON	York University Professional Development	\$ 264	\$ -	\$ -	\$ -	\$ 341	\$ 605
Notes:								
November 28, 2024	Edmonton, AB	Chambers of Commerce Fall Board event	\$ -	\$ -	\$ -	\$ 289	\$ -	\$ 289
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
November 17, 2024	Ottawa, ON	MacEwan Day on the Hill-Alumni Mixer evening event	6	\$ 175

### 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
August 26, 2024	Edmonton, AB	University Relations	2	\$ 48
September 18, 2024	Edmonton, AB	University Relations	3	\$ 63
October 4, 2024	Edmonton, AB	University Relations	2	\$ 34

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*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).*