

EXECUTIVE EXPENSE DISCLOSURE REPORT



Reporting Period: October 1, 2024 to December 31, 2024
Executive Officer Name: Dr. Annette Trimbee
Title: President & Vice-Chancellor
Office: Office of the President

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
August 15, 2024	Edmonton, AB	IWF Event	\$ -	\$ -	\$ -	\$ -	\$ 32	\$ 32
Notes:								
August 28, 2024	Edmonton, AB	President's Circle Breakfast	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ 10
Notes:								
August 29, 2024	Calgary, AB	Minister's Round Table	\$ -	\$ 18	\$ -	\$ -	\$ -	\$ 18
Notes:								
October 29 - 30, 2024	Ottawa, ON	Flights for Universities Canada Meeting	\$ 590	\$ -	\$ -	\$ -	\$ -	\$ 590
Notes: Flight cancelled and flight credit received								
October 1, 2024	Edmonton, AB	Keynote Address - Minister of Advanced Education	\$ -	\$ 17	\$ -	\$ -	\$ -	\$ 17
Notes:								
October 2, 2024	Edmonton, AB	Alberta Post Secondary Network Member's Meeting	\$ -	\$ 5	\$ -	\$ -	\$ -	\$ 5
Notes:								
October 3, 2024	Edmonton, AB	Edmonton Global Board Meeting	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ 10
Notes:								
October 15, 2024	Edmonton, AB	Retirees of MacEwan University Annual General Meeting	\$ -	\$ 57	\$ -	\$ -	\$ -	\$ 57
Notes:								
October 23, 2025	Edmonton, AB	Chancellor Speaker Series Dinner	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ 10
Notes:								
October 23, 2024	Edmonton, AB	EMRB State of the Region	\$ -	\$ 14	\$ -	\$ -	\$ -	\$ 14
Notes:								
October 30, 2024	Edmonton, AB	Premier's State of the Province	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ 10
Notes:								
November 5, 2024	St. Albert, AB	St. Albert Council Meeting	\$ -	\$ 18	\$ -	\$ -	\$ -	\$ 18
Notes:								
November 13, 2024	Edmonton, AB	IWF Event	\$ -	\$ -	\$ -	\$ -	\$ 32	\$ 32

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Notes:									
November 14, 2024	Edmonton, AB	John Baird Speaking Event	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ 10
Notes:									
November 17 - 18, 2024	Ottawa, ON	Ottawa Advocacy Trip	\$ 1,377	\$ 160	\$ 213	\$ -	\$ -	\$ -	\$ 1,750
Notes:									
November 26 - 28, 2024	Toronto, ON	Top 100 Women Award Event	\$ 853	\$ -	\$ -	\$ -	\$ -	\$ 1,797	\$ 2,649
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
April 22, 2024	Edmonton, AB	Meeting with McCall MacBain Foundation	4	\$ 62
April 26, 2024	Edmonton, AB	Meeting with European-Canadian Centre for Innovation and Research	3	\$ 222
September 20, 2024	Edmonton, AB	Meeting Mainstreet Equities	2	\$ 10
September 30, 2024	Edmonton, AB	MacEwan Collegiate Planning Meeting	6	\$ 271
October 25, 2024	Edmonton, AB	Meeting with Grant Thornton LLP	4	\$ 162

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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
November 12, 2024	Edmonton, AB	Working session with Board Members	5	\$ 128

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).