### EXECUTIVE EXPENSE DISCLOSURE REPORT

**Reporting Period:** October 1, 2013 to December 31, 2013  
**Executive Officer Name:** Michelle Plouffe  
**Title:** Vice President and General Counsel  
**Office:** Office of General Counsel

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 officers. 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.

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</tr>
</thead>
<tbody>
<tr>
<td>April 8, 2013</td>
<td>Edmonton</td>
<td>Online Seminar - Legal issues for Faculty: How Not to Get Sued</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 364</td>
<td>$ 364</td>
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<tr>
<td>September 4, 2013</td>
<td>Edmonton</td>
<td>Webinar - Board Member Conflict of Interest</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 96</td>
<td>$ 96</td>
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<tr>
<td>September 6, 2013</td>
<td>Edmonton</td>
<td>Parking to attend ACC Roundtable Discussion - Strategies for Positioning the Law Department as a Business Partner</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 15</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 15</td>
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<tr>
<td>September 18-19, 2013</td>
<td>Calgary, AB</td>
<td>Audit Committee Governance Training</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 300</td>
<td>$ 371</td>
<td>$ 9</td>
<td>$ 20</td>
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<tr>
<td>September 25, 2013</td>
<td>Calgary, AB</td>
<td>Presentation - Ethics for Corporate Counsel</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 150</td>
<td>$ 364</td>
<td>$ 47</td>
<td>$ 10</td>
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<tr>
<td>September 26 - 29, 2013</td>
<td>Banff, AB</td>
<td>Conference - Canadian Association of University Solicitors</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 280</td>
<td>$ 776</td>
<td>$ 88</td>
<td>$ 40</td>
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<tr>
<td>October 22, 2013</td>
<td>Edmonton</td>
<td>Parking to attend ACC Session - Compliance</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 14</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>October 22, 2013</td>
<td>Edmonton</td>
<td>Parking to conduct Public Interest Disclosure Act Information Session at Alberta College</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 10</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>October 27 - 30, 2013</td>
<td>Los Angeles, CA</td>
<td>Association of Corporate Counsel 2013 Annual Meeting</td>
<td>$ 21</td>
<td>$ 200</td>
<td>$ 701</td>
<td>$ 146</td>
<td>$ -</td>
<td>$ 1,068</td>
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</tbody>
</table>

Notes: Additional expenses for airfare, accommodation and registration fees associated with this trip were disclosed in a previous quarter (Q4 2012/2013)
### REPORTING PERIOD
October 1, 2013 to December 31, 2013

### EXECUTIVE OFFICER NAME
Michelle Plouffe
Vice President and General Counsel
Office of General Counsel

### EXECUTIVE EXPENSE DISCLOSURE REPORT

- **Vice President and General Counsel**
- **November 6, 2013**
  - Edmonton
  - Parking for meeting with external legal counsel
  - $ - $ 10 $ - $ - $ - $ 10
  - **Notes:**

- **November 19, 2013**
  - Edmonton
  - Parking for meeting with external legal counsel and Government of Alberta representatives
  - $ - $ 14 $ - $ - $ - $ 14
  - **Notes:**

- **November 19, 2013**
  - Edmonton
  - Parking for attendance at Fall Convocation
  - $ - $ 20 $ - $ - $ - $ 20
  - **Notes:**

- **November 21, 2013**
  - Edmonton
  - Parking for attendance at CBA Corporate Counsel Speaking Session
  - $ - $ 13 $ - $ - $ - $ 13
  - **Notes:**

- **November 28, 2013**
  - Edmonton
  - Seminar - Advising Charities, Not-for-Profits and Social Enterprises
  - $ - $ 25 $ - $ - $ - $ 373 $ 398
  - **Notes:**

- **December 2, 2013**
  - Edmonton
  - Parking for attendance at Code of Conduct Education Session at Alberta College
  - $ - $ 10 $ - $ - $ - $ 10
  - **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.

(No report)

### 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.

(No report)

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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).