



**Travel, Hospitality and Working Session Expense Report**

Elan MacDonald, Vice-President (External Relations)

For the period January 2023 to March 2023

**Overview**

The University of Alberta is accountable for the prudent and effective stewardship of University funds and is committed to providing transparency by reporting travel, hospitality and working session expenses incurred by members of its senior executive team on a quarterly basis.

<b>Travel Expenses</b>			
Item #	Date	Description	Amount
1	March 13, 2023	Calgary, AB March 21: Airfare to attend Advancing Alberta meetings with Government & Community Relations and the President's Business Roundtable with President Flanagan.	\$ 661.03
2	March 15, 2023	Camrose, AB March 15: Mileage claim for Advancing Alberta Trip with Government and Community Relations for various meetings in Camrose with government and stakeholders in the community.	\$ 94.00
3	March 16, 2023	Maritime Travel booking fee for March 21 flights.	\$ 33.08
Total			\$ 788.11

<b>Hospitality and Working Session Expenses</b>			
Item #	Date	Description	Amount
1	January 20, 2023	Hospitality: Lunch meeting with CEO & Founder, ROAR Transitions	\$ 19.54
2	January 30, 2023	Hospitality: Lunch meeting with Acting VP, External Relations, NorQuest College	\$ 37.43
3	February 8, 2023	Hospitality: Lunch meeting with Chief Operating Officer of Invest Alberta	\$ 78.06
4	February 14, 2023	Hospitality: Lunch meeting with BRPAC member	\$ 50.09
5	February 15, 2023	Hospitality: Coffee meeting with President and CEO of United Way	\$ 11.48
6	March 16, 2023	Hospitality: Lunch meeting with new AVP, Marketing and outgoing, Acting AVP, Marketing	\$ 107.41
Total			\$ 304.01

**Detail for Travel Expenses**

Travel Expense – Item # 1						
For	Elan MacDonald, Vice-President (External Relations)					
Description/Purpose	Trip to attend Advancing Alberta meetings with Government and Community Relations and attend the President's Business Roundtable event in Calgary					
Date	March 21, 2023					
Location	Calgary, AB					
Type of Expense	<b>Airfare</b>	<b>Other</b>	<b>Hotel</b>	<b>Meals</b>	<b>Other 1</b>	<b>Total</b>
Amount	\$661.03	\$0.00	\$0.00	\$0.00	\$0.00	\$661.03
Notes						

Travel Expense – Items # 2						
For	Elan MacDonald, Vice-President (External Relations)					
Description/Purpose	Advancing Alberta meetings with Government and Community Relations in the community of Camrose with government and stakeholders					
Date	March 15, 2023					
Location	Camrose, AB					
Type of Expense	<b>Airfare</b>	<b>Other</b>	<b>Hotel</b>	<b>Meals</b>	<b>Other 1</b>	<b>Total</b>
Amount	\$0.00	\$94.00	\$0.00	\$0.00	\$0.00	\$94.00
Notes	Other Item: mileage claim driving to and from Camrose for meetings					

Travel Expense – Items # 3						
For	Elan MacDonald, Vice-President (External Relations)					
Description/Purpose	Maritime Travel booking fee to book March 21 Calgary flights captured in item #1 above					
Date	March 16, 2023					
Location	Calgary, AB					
Type of Expense	<b>Airfare</b>	<b>Other</b>	<b>Hotel</b>	<b>Meals</b>	<b>Other 1</b>	<b>Total</b>
Amount	\$0.00	\$33.08	\$0.00	\$0.00	\$0.00	\$33.08
Notes	Other Item: Maritime Travel booking fee for March 21 Calgary trip flights detailed in item #1 above					

<sup>1</sup> Other travel expense includes incidentals such as conference registration, parking, telephone/internet charges, travel insurance, baggage or seat selection fees, travel visa, vaccinations

**Detail for Hospitality and Working Session Expenses**

<b>Hospitality / Working Session Expense – Item #1</b>			
For	Elan MacDonald, Vice-President (External Relations)		
Description/Purpose	Lunch meeting with CEO & Founder, ROAR Transitions		
Date	January 20, 2023		
Location	Earl's on Campus		
Type of Expense	<b>Meals</b>	<b>Other<sup>2</sup></b>	<b>Total</b>
Amount	\$19.54	\$0.00	\$0.00
Notes			

<b>Hospitality / Working Session Expense – Item #2</b>			
For	Elan MacDonald, Vice-President (External Relations)		
Description/Purpose	Lunch meeting with Acting VP, External Relations, NorQuest College		
Date	January 30, 2023		
Location	Corner Hub		
Type of Expense	<b>Meals</b>	<b>Other<sup>2</sup></b>	<b>Total</b>
Amount	\$37.43	\$0.00	\$0.00
Notes			

<b>Hospitality / Working Session Expense – Item #3</b>			
For	Elan MacDonald, Vice-President (External Relations)		
Description/Purpose	Lunch meeting with Chief Operating Officer of Invest Alberta		
Date	February 8, 2023		
Location	Earl's on Campus		
Type of Expense	<b>Meals</b>	<b>Other<sup>2</sup></b>	<b>Total</b>
Amount	\$78.06	\$0.00	\$0.00
Notes			

<b>Hospitality / Working Session Expense – Item #4</b>			
For	Elan MacDonald, Vice-President (External Relations)		
Description/Purpose	Lunch meeting with BRPAC member		
Date	February 14, 2023		
Location	Continental Treat		
Type of Expense	<b>Meals</b>	<b>Other<sup>2</sup></b>	<b>Total</b>
Amount	\$50.09	\$0.00	\$0.00
Notes			

<b>Hospitality / Working Session Expense – Item #5</b>			
For	Elan MacDonald, Vice-President (External Relations)		
Description/Purpose	Coffee meeting with the President and CEO of United Way		
Date	February 15, 2023		

Location	Eleanor & Laurent		
Type of Expense	<b>Meals</b>	<b>Other<sup>2</sup></b>	<b>Total</b>
Amount	\$11.48	\$0.00	\$0.00
Notes			

<b>Hospitality / Working Session Expense – Item #6</b>			
For	Elan MacDonald, Vice-President (External Relations)		
Description/Purpose	Lunch meeting with new AVP, Marketing and outgoing Acting AVP, Marketing		
Date	March 16, 2023		
Location	Earl's on Campus		
Type of Expense	<b>Meals</b>	<b>Other<sup>2</sup></b>	<b>Total</b>
Amount	\$107.41	\$0.00	\$0.00
Notes			

<sup>2</sup> Other hospitality expenses include accommodation, transportation and other amenities provided in connection with the event. Other working session expenses include parking and miscellaneous expenses incidental to the event.