



Travel, Hospitality and Working Session Expense Report

Elan MacDonald, Vice-President (External Relations)

For the period April 2023 to June 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.

Travel Expenses			
Item #	Date	Description	Amount
1	May 27-31, 2023	Thuwal, Saudi Arabia: The Global Sustainable Development Congress	\$9,507.14

Hospitality and Working Session Expenses			
Item #	Date	Description	Amount
1	April 11, 2023	Hospitality: lunch meeting with Director of Academic Relations, Amii	\$55.14
2	April 17, 2023	Hospitality: lunch meeting with the Interim CEO of Health Cities	\$72.49
3	May 9, 2023	Hospitality: coffee meeting with the Honorary Consul for the Kingdom of Netherlands	\$19.11
4	June 9, 2023	Hospitality: coffee meeting with the Managing Director for Event Partnerships	\$9.67
5	June 13, 2023	Hospitality: lunch meeting with the Board Chair of STEM Collegiate	\$44.05
6	June 20, 2023	Hospitality: lunch meeting with the President and CEO of BioAlberta	\$178.76

Detail for Travel Expenses

Travel Expense – Item # 1						
For	Elan MacDonald, Vice-President (External Relations)					
Description/Purpose	The Global Sustainable Development Congress					
Date	May 27-31, 2023					
Location	Thuwal, Saudi Arabia					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other1	Total
Amount	\$6,982.04	\$137.27	\$2,061.84	\$230.71	\$95.28	\$9,507.14
Notes	Airfare: Edmonton to Thuwal & return Other transport: taxi from airport to hotel and return Other1: inflight wifi					

Detail for Hospitality and Working Session Expenses

Hospitality / Working Session Expense – Item #1			
For	Elan MacDonald, Vice-President (External Relations)		
Description/Purpose	Lunch meeting with the Director of Academic Relations, Amii		
Date	April 11, 2023		
Location	Edmonton		
Type of Expense	Meals	Other	Total
Amount	\$55.14	\$0.00	\$55.14
Notes	2 attendees		

Hospitality / Working Session Expense – Item #2			
For	Elan MacDonald, Vice-President (External Relations)		
Description/Purpose	Lunch meeting with the Interim CEO of Health Cities		
Date	April 17, 2023		
Location	Edmonton		
Type of Expense	Meals	Other	Total
Amount	\$72.49	\$0.00	\$72.49
Notes	2 attendees		

Hospitality / Working Session Expense – Item #3			
For	Elan MacDonald, Vice-President (External Relations)		
Description/Purpose	Coffee meeting with the Honorary Consul for the Kingdom of Netherlands		
Date	May 9, 2023		
Location	Edmonton		
Type of Expense	Meals	Other	Total
Amount	\$12.98	\$6.13	\$19.11
Notes	2 attendees Other: parking fee		

Hospitality / Working Session Expense – Item #4			
For	Elan MacDonald, Vice-President (External Relations)		
Description/Purpose	Coffee meeting with the Managing Director for Event Partnerships		
Date	June 9, 2023		
Location	Edmonton		
Type of Expense	Meals	Other	Total
Amount	\$9.67	\$0.00	\$9.67
Notes	2 attendees		

Hospitality / Working Session Expense – Item #5			
For	Elan MacDonald, Vice-President (External Relations)		
Description/Purpose	Lunch meeting with the Board Chair of STEM Collegiate		
Date	June 13, 2023		
Location	Edmonton		
Type of Expense	Meals	Other	Total

Amount	\$36.55	\$7.50	\$44.05
Notes	2 attendees Other: parking fee		

Hospitality / Working Session Expense – Item #6			
For	Elan MacDonald, Vice-President (External Relations)		
Description/Purpose	Lunch meeting with the President and CEO of BioAlberta		
Date	June 20, 2023		
Location	Edmonton		
Type of Expense	Meals	Other	Total
Amount	\$78.76	\$100.00	\$178.76
Notes	2 attendees Other: parking - EPark account (to apply to this lunch meeting and use remaining balance on account for future meetings)		