

Travel, Hospitality and Working Session Expense Report

Elan MacDonald, Vice-President (External Relations)

For the period October 2022 to December 2022

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	July 6-10, 2023	Calgary, AB: Hotel reservations for July 2023 to attend meetings & events with the president and government officials at the Calgary Stampede.	\$1,182.00
2	October 12-14, 2022	Montreal, QC: World 100 Annual Conference.	\$720.66
3	October 28 - November 2, 2022	Glasgow, Scotland: Times Higher Education Global Sustainable Development Congress	\$332.17
4	November 16-18, 2022	Chicago, IL: ALF Conference	\$1,828.22
5	November 22-25, 2022	Calgary, AB: Platform Calgary Launch Party Event	\$1,067.23

Hospitality and Working Session Expenses			
Item #	Date	Description	Amount
1	September 1-2, 2022	Board Retreat, Augustana	\$254.93
2	October 26, 2022	Hospitality: Meeting with the Director, Global Public Affairs	\$65.97
3	October 30, 2022	Hospitality: hosted dinner with the Senior Advisor, External Relations while in Glasgow attending the Times Higher Education Global Sustainable Development Congress	\$128.89
4	November 1, 2022	Hospitality: hosted dinner with the Vice Provost & AVP International and Senior Advisor, External Relations while in Glasgow attending the Times Higher Education Global Sustainable Development Congress	\$180.10
5	November 4, 2022	Hospitality: lunch meeting with Invest Alberta	\$38.64
6	November 24, 2022	Hospitality: Coffee meeting with Director Emeritus, China Institute	\$20.50

Detail for Travel Expenses

Travel Expense – Item # 1						
For	Elan MacDonald, Vice-President (External Relations)					
Description/Purpose	Hotel reservations for July 2023 to attend meetings & events with the president and government officials at the Calgary Stampede.					
Date	July 6-10, 2023					
Location	Calgary, AB					
Type of Expense	Airfare	Other	Hotel	Meals	Other 1	Total
Amount	\$0.00	\$0.00	\$1,182.00	\$0.00	\$0.00	\$1,182.00
Notes						

Travel Expense – Items # 2						
For	Elan MacDonald, Vice-President (External Relations)					
Description/Purpose	Guest Speaker at the World 100 Annual Conference in Montreal					
Date	October 12-14, 2022					
Location	Montreal					
Type of Expense	Airfare	Other	Hotel	Meals	Other 1	Total
Amount	\$0.00	56.35	\$664.31	\$0.00	\$0.00	\$720.66
Notes	Other: cab fare These items are in addition to previous items reported in Q2					

Travel Expense – Items # 3						
For	Elan MacDonald, Vice-President (External Relations)					
Description/Purpose	Times Higher Education Global Sustainable Development Congress					
Date	October 28 to November 2, 2022					
Location	Glasgow, Scotland					
Type of Expense	Airfare	Other	Hotel	Meals	Other 1	Total
Amount	\$0.00	\$98.14	\$0.00	\$190.00	\$44.03	\$332.17
Notes	Other: cab fare Meals: two full-day per-diem for Oct 29 & Nov 2 Other 1: Inflight internet access These items are in addition to previous items reported in Q2					

Travel Expense – Items # 4						
For	Elan MacDonald, Vice-President (External Relations)					
Description/Purpose	ALF Conference in Chicago					
Date	November 16-18, 2022					
Location	Chicago					
Type of Expense	Airfare	Other	Hotel	Meals	Other 1	Total
Amount	\$1,268.22	\$0.00	\$560.00	\$0.00	\$0.00	\$1,828.22
Notes						

Travel Expense – Items # 5						
For	Elan MacDonald, Vice-President (External Relations)					
Description/Purpose	Platform Launch Party Event					
Date	November 22-25, 2022					

Location	Calgary					
Type of Expense	Airfare	Other	Hotel	Meals	Other 1	Total
Amount	\$676.22	\$133.94	\$257.07	\$0.00	\$0.00	\$1,067.23
Notes	Other: cab fare					

¹ 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

Hospitality / Working Session Expense – Item #1			
For	Elan MacDonald, Vice-President (External Relations)		
Description/Purpose	Board of Governors & Board Committee Members Retreat		
Date	September 1 & 2, 2022		
Location	Camrose, AB (Augustana)		
Type of Expense	Meals	Other²	Total
Amount	\$110.11	\$144.82	\$254.93
Notes	Elan's portion of September 1 retreat dinner split between 42 attendees. Other: accommodations at the Ramada by Wyndham in Camrose		

Hospitality / Working Session Expense – Item #2			
For	Elan MacDonald, Vice-President (External Relations)		
Description/Purpose	Lunch meeting with Director, Global Public Affairs		
Date	October 26, 2022		
Location	Earl's		
Type of Expense	Meals	Other²	Total
Amount	\$65.97	\$0.00	\$65.97
Notes			

Hospitality / Working Session Expense – Item #3			
For	Elan MacDonald, Vice-President (External Relations)		
Description/Purpose	Dinner meeting with Senior Advisor, External Relations		
Date	October 30, 2022		
Location	Glasgow, Scotland		
Type of Expense	Meals	Other²	Total
Amount	\$128.89	\$0.00	\$128.89
Notes			

Hospitality / Working Session Expense – Item #4			
For	Elan MacDonald, Vice-President (External Relations)		
Description/Purpose	Dinner meeting with the Vice Provost & VP International & Senior Advisor, External Relations		
Date	November 1, 2022		
Location	Glasgow, Scotland		
Type of Expense	Meals	Other²	Total
Amount	\$180.10	\$0.00	\$180.10
Notes			

Hospitality / Working Session Expense – Item #5	
For	Elan MacDonald, Vice-President (External Relations)

Description/Purpose	Lunch meeting with Invest Alberta		
Date	November 4, 2022		
Location	Dalla Tavoli		
Type of Expense	Meals	Other²	Total
Amount	\$38.64	\$0.00	\$38.64
Notes			

Hospitality / Working Session Expense – Item #6			
For	Elan MacDonald, Vice-President (External Relations)		
Description/Purpose	Coffee meeting with Director Emeritus, China Institute		
Date	November 24, 2022		
Location	Stable Tenth Avenue Cafe, Calgary, AB		
Type of Expense	Meals	Other²	Total
Amount	\$20.50	\$0.00	\$20.50
Notes			

² 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.