



OFFICE OF THE PRESIDENT

Disclosure of Expenses

Marlyn Graziano, Executive Director, External Affairs
For the period December 6, 2016 to January 5, 2017

**Overview of expenses incurred for the billing period:
December 6, 2016 to January 5, 2017**

Travel Expenses			
Item #	Date	Description	Amount
1.	December 6, 2016 to January 5, 2017	Mileage	\$139.80
2.	December 6, 2016 to January 5, 2017	Parking	\$3.00

External Relations Expenses			
Item #	Date	Description	Amount
1.	December 16, 2016	Stewardship recognition	\$78.35

Community Events Expenses			
Item #	Date	Description	Amount
1.	December 13, 2016	Surrey Board of Trade Luncheon with Minister Fassbender and Councillor Gill	\$2.50
2.	December 16, 2016	Surrey Board of Trade "New Year New Connections" Event	\$21.00

Detail for Travel Expenses

Travel Expenses – Item 1 Detail						
For	Marlyn Graziano, Executive Director, External Affairs					
Description/Purpose	Reimbursement for mileage costs while using personal vehicle for KPU business					
Date	December 6, 2016 to January 5, 2017					
Destination	Miscellaneous					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount		\$139.80				\$139.80

Travel Expenses – Item 2 Detail						
For	Marlyn Graziano, Executive Director, External Affairs					
Description/Purpose	Parking expenses while conducting University business					
Date	December 6, 2016 to January 5, 2017					
Destination	Various Lower Mainland locations					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount		\$3.00				\$3.00

External Relations Expenses – Item Detail						
For	Marlyn Graziano, Executive Director, External Affairs					
Description/Purpose	Costs associated with external affairs					
Date	December 6, 2016 to January 5, 2017					
Destination	N/A					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount					\$78.35	\$78.35

Community Event Expenses – Item Detail						
For	Marlyn Graziano, Executive Director, External Affairs					
Description/Purpose	Costs associated with attending community events					
Date	December 6, 2016 to January 5, 2017					
Destination	Various locations in the Lower Mainland					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount		\$2.50			\$21.00	\$23.50