



OFFICE OF THE PRESIDENT

Disclosure of Expenses

Marlyn Graziano, Executive Director, External Affairs
For the period September 6, 2017 to October 5, 2017

**Overview of expenses incurred for the billing period:
September 6, 2017 to October 5, 2017**

Travel Expenses			
Item #	Date	Description	Amount
1.	September 1, 2017 to September 30, 2017	Mileage *	\$167.75
2.	September 6, 2017 to October 5, 2017	Parking	\$20.00

Community Event Expenses			
Item #	Date	Description	Amount
1.	September 15, 2017	BC India Business Network Event	\$157.50
2.	September 28, 2017	Urban Development Institute Pacific Region Event	\$31.50

** Mileage reporting is by month, whereas all other expenses are reported based on Purchase Card dates*

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	September 1, 2017 to September 30, 2017					
Destination	Miscellaneous					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount		\$167.75				\$167.75

Travel Expenses – Item 2 Detail						
For	Marlyn Graziano, Executive Director, External Affairs					
Description/Purpose	Parking to attend various KPU business meetings					
Date	September 6, 2017 to October 5, 2017					
Destination	Various					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount		\$20.00				\$20.00

Community Event Expenses – Item Detail 1						
For	Marlyn Graziano, Executive Director, External Affairs					
Description/Purpose	BC India Business Network Event					
Date	September 15, 2017					
Destination	Vancouver, BC					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount					\$157.50	\$157.50

Community Event Expenses – Item Detail 2						
For	Marlyn Graziano, Executive Director, External Affairs					
Description/Purpose	Urban Development Institute Pacific Region Event					
Date	September 15, 2017					
Destination	Vancouver, BC					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount					\$31.50	\$31.50