



MAILING ADDRESS
12666-72 Ave
Surrey, BC, Canada V3W 2M8

OFFICE OF THE PRESIDENT

Disclosure of Expenses

Marlyn Graziano, Vice President, External Affairs

For the period March 6, 2018 to April 5, 2018

Overview of expenses incurred for the billing period:

March 6, 2018 to April 5, 2018

Travel Expenses			
Item #	Date	Description	Amount
1.	March 1, 2018 to March 31, 2018	Mileage *	\$ 203.25
2.	March 6, 2018 to April 5, 2018	Parking & Other Transportation	\$ 9.00
3.	March 4, 2018	Universities Canada Government Relations/Communications Conference, Ottawa, ON – Feb 26 – Mar 4/18	\$54.00

** 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	March 1, 2018 to March 31, 2018					
Destination	Miscellaneous					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount		\$ 204.25				\$ 203.25

Travel Expenses – Item 2 Detail						
For	Marlyn Graziano, Executive Director, External Affairs					
Description/Purpose	Parking to attend various KPU business meetings & Other transportation					
Date	March 6, 2018 to April 5, 2018					
Destination	Various locations in the Lower Mainland					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount		\$ 9.00				\$ 9.00

Travel Expenses – Item 3 Detail						
For	Marlyn Graziano, Executive Director, External Affairs					
Description/Purpose	Universities Canada Government Relations/Communications Conference					
Date	Feb 26 – Mar 4/18					
Destination	Ottawa, ON					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount		\$54.00				\$54.00