



OFFICE OF THE PRESIDENT

Disclosure of Expenses

Marlyn Graziano, Vice President, External Affairs
For the period February 28, 2020 to March 27, 2020

**Overview of expenses incurred for the billing period:
February 28, 2020 to March 27, 2020**

Travel Expenses			
Item #	Date	Description	Amount
1.	March 1, 2020 to March 31, 2020	Mileage *	\$ 76.12

Professional Development Expenses			
Item #	Date	Description	Amount
1.	March 19, 2020	Ragan Communications – Training	\$ 992.15

** 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, Vice President, External Affairs					
Description/Purpose	Reimbursement for mileage costs while using personal vehicle for KPU business					
Date	February 1, 2020 to February 29, 2020					
Destination	Miscellaneous					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount		\$ 76.12				\$ 76.12

Professional Development Expenses – Item 1						
For	Marlyn Graziano, Vice President, External Affairs					
Description/Purpose	Ragan Communications – Membership for one-year training					
Date	March 19, 2020					
Destination	N/A					
Type of Expense	Airfare	Other Transport	Hotel	Meals	Other	Total
Amount					\$ 965.90	\$ 965.90