

Mount Royal University
Quarterly Expense Reporting

October 1, 2023 to December 31, 2023

Name: Chad London
Title: Provost and Vice-President, Academic



1) Travel Expenses and Professional Development

This includes all reimbursable expenses for travel activities while on University Business, attendance at and/or presenting at conferences, participating with professional organizations, and participating in professional development.

**"Other Transportation" includes public transportation, rental cars, taxi, car service fees, parking, mileage, etc. (Note: Mileage is reimbursed on a per KM basis at MRU)

***"Meals and Incidentals" at Mount Royal University are reimbursed on a per diem basis while on business travel

****"Other" includes conference and professional development registration fees and other miscellaneous travel expenses

Position:	Dates:	Destination	Purpose	Received Expenses					Non-Received			Grand Total
				Other				Sub-total	Meals ** & Incidentals	Other		
				Airfare	Transportation *	Accommodation	Other ***			Transportation *	Sub-total	
Provost & VP	Nov 8-10	Montreal, QC	FBS Provost's Summit & Conference	510	236	925	1,560	3,231	112		112	3,343
Provost & VP	Nov 23	Camore, AB	SoTL Symposium					-		105	105	105
				510	236	925	1,560	3,231	112	105	218	3,448

2) Hosting and Working Session Expenses

Mount Royal University Policy provides for hosting and working session expenses to be reimbursed for University business activity Business activity can include meetings with external parties(E) and MRU employees (M).

Position:	Dates:	Purpose	Location	Received Expenses				Non-Received Expenses			Grand Total
				Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other		
									Transportation *	Sub-Total	
Provost & VP	Sep 28-29	Board Strategy Session	Banff, AB			8	8		130	130	138
Provost & VP	Oct 5	External Event	Calgary, AB				-		28	28	28
Provost & VP	Oct 20	External Event	Calgary, AB				-		27	27	27
Provost & VP	Nov 6	Internal Meeting	Calgary, AB				-		9	9	9
Provost & VP	Nov 11	External Event	Calgary, AB				-		2	2	2
Provost & VP	Nov 17	Internal Meeting (1M)	Calgary, AB		53		53			-	53
Provost & VP	Nov 17	Internal Meeting (2M)	Calgary, AB		14		14			-	14
Provost & VP	Nov 20	Internal Meeting (1M)	Calgary, AB				-		4	4	4
Provost & VP	Dec 7	External Event	Calgary, AB				-		9	9	9
Provost & VP	Dec 12	External Meeting	Calgary, AB			6	6		8	8	14
Provost & VP	Dec 12	Internal Event (12M)	Calgary, AB		443		443		3	3	446
Provost & VP	Dec 18	External Event	Calgary, AB				-		17	17	17
				510	13	-	524		238	238	762