

Mount Royal University
Quarterly Expense Reporting

October 1 - December 31, 2022

Name: Paul Rossmann
Title: Vice-President, University Advancement



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
				Airfare	Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total	
VP UA	November 2 - 3	Canmore	Executive Leadership Team Retreat	-	-	-	-	0		104	104	104
VP UA	November 7 - 8	Kananaskis	Board Strategy Session	-	-	-	-	0		102	102	102
VP UA	November 14 - 15	Edmonton	Government relations meetings	813	190	180	59	1,242	38			1,280
VP UA	November 17 - 18	Winnipeg	Donor relations meetings	989	-	202		1,191	36			1,227
				1,802	190	382	59	2,433	73	206	280	2,713

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 *	
VP UA	October 4, 2022	Employee relations (2M)	Calgary	38			38			38
VP UA	October 6, 2022	Government relations (1M, 1E)	Calgary	20			20			20
VP UA	October 11, 2022	Donor cultivation (1M, 1E)	Calgary	57			57			57
VP UA	October 18, 2022	Donor cultivation (2M, 1E)	Calgary	6			6			6
VP UA	October 19, 2022	Donor relations parking	Calgary			41	41			41
VP UA	October 27, 2022	Donor cultivation (1M, 1E)	Calgary	8			8			8
VP UA	November 22, 2022	Donor cultivation (1M, 1E)	Calgary	9			9			9
VP UA	November 22, 2022	Donor cultivation parking	Calgary			25	25			25
VP UA	December 2, 2022	Government relations (1M, 1E)	Calgary	16			16			16
VP UA	December 14, 2022	Employee relations (5M)	Calgary	152			152			152
VP UA	December 15, 2022	Employee relations (2M)	Calgary	20			20			20
VP UA	December 16, 2022	Employee relations (2M)	Calgary	45			45			45
VP UA	December 20, 2022	Employee relations (42 M)	Calgary	254			254			254
VP UA	December 20, 2022	Employee relations (10M)		14			14			14
				639	66	-	706	-	-	706