

**Mount Royal University**  
**Quarterly Expense Reporting**

**January 1 - March 31, 2023**

**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	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total		
VP UA	A	January 22-23, 2023	Edmonton, AB	Government Relations Meetings	-	7	238	-	244	56	314	370	614
VP UA	B	January 25-27, 2023	Vancouver, BC	NCOFE Winter Meeting	584	-	251	-	835	-	-	-	835
VP UA	C	February 2-3, 2023	Vancouver, BC	Donor Meetings	650	115	216	-	981	47	-	-	981
					<b>1,234</b>	<b>121</b>	<b>705</b>	<b>-</b>	<b>2,060</b>	<b>103</b>	<b>314</b>	<b>417</b>	<b>2,477.27</b>

**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	1	January 13, 2023	External Relations (1M, 1E)	Calgary, AB	12			12			12
VP UA	2	January 13, 2023	University Relations (2M)	Calgary, AB	13			13			13
VP UA	3	January 19, 2023	Employee Relations (2M)	Calgary, AB	5			5			5
VP UA	4	January 23, 2023	Government relations (2M, 1E)	Edmonton, AB	13			13			13
VP UA	5	January 24, 2023	Donor Relations Parking	Calgary, AB			29	29			29
VP UA	6	February 1, 2023	Government relations (1M, 1E)	Calgary, AB	6			6			6
VP UA	7	February 3, 2023	Donor Relations (2M, 1E)	Vancouver, BC	80			80			80
VP UA	8	February 3, 2023	Donor Relations (1M, 1E)	Vancouver, BC	8			8			8
VP UA	9	February 14, 2023	Government relations (1M, 1E)	Calgary, AB	12			12			12
VP UA	10	February 16, 2023	External Relations Parking	Calgary, AB			4	4			4
VP UA	11	February 22, 2023	Government Relations Parking	Calgary, AB			11	11			11
VP UA	12	February 23, 2023	Employee Candidate Cultivation (2M, 1E)	Calgary, AB	36			36			36
VP UA	13	February 27, 2023	External Relations Parking	Calgary, AB			16	16			16
VP UA	14	March 3, 2023	Government Relations Parking	Calgary, AB			33	33			33
VP UA	15	March 3, 2023	Employee Relations (3M)	Calgary, AB	13			13			13
VP UA	16	March 6, 2023	Donor Stewardship Meeting (2M, 1E)	Calgary, AB	117			117			117
VP UA	17	March 8, 2023	External Relations (1M, 1E)	Calgary, AB	31			31			31
VP UA	18	March 9, 2023	Government relations (1M, 1E)	Calgary, AB	7			7			7
VP UA	19	March 10, 2023	Government Relations (3M, 1E)	Calgary, AB	14			14			14
VP UA	20	March 16, 2023	External Relations Parking	Calgary, AB			20	20			20
VP UA	21	March 31, 2023	University Relations (2M, 1E)	Calgary, AB	9			9			9
					<b>376</b>	<b>113</b>	<b>-</b>	<b>489</b>	<b>-</b>	<b>-</b>	<b>489</b>