



October 1, 2023 to December 31, 2023

**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

				Receipted Expenses					Non-Receipted			
				Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total	Grand Total
Position:	Dates:	Destination	Purpose									
VP UA	Sep 27-28	Banff, AB	BOG Strategy Session			311		311			-	311
VP UA	Oct 12-13	Edmonton, AB	Government Relations	638	179	351		1,168	130	24	154	1,322
VP UA	Oct 15-18	Toronto, ON	FEA Spring Cohort - Multi Disciplinary Advising	991	275	17,845		19,111	83		83	19,193
VP UA	Nov 29-30	Edmonton, AB	Government Relations	784				784			-	784
				2,412	454	18,507	-	21,374	213	24	236	21,610

**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).

				Receipted Expenses				Non-Receipted Expenses			
				Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *	Sub-Total	Grand Total
Position:	Dates:	Purpose	Location								
VP UA	Sep 5	External Meeting (1E, 2M)	Calgary, AB	105			105			-	105
VP UA	Oct 6	Donor Cultivation	Calgary, AB				-		8	8	8
VP UA	Oct 6	External Event (1E)	Calgary, AB	96		58	154		2	2	156
VP UA	Oct 6	Donor Cultivation (3E, 2M)	Calgary, AB	232	32		263			-	263
VP UA	Oct 14	External Meeting (1E)	Calgary, AB				-		8	8	8
VP UA	Oct 16	Government Rleation (1E)	Calgary, AB	9			9				
VP UA	Oct 19	Donor Cultivation (1E)	Calgary, AB	19			19		1	1	21
VP UA	Oct 20	Government Meeting	Calgary, AB				-		27	27	27
VP UA	Oct 23	External Meeting (3E, 2M)	Calgary, AB	232			232		14	14	245
VP UA	Oct 27	Leadership Team Meeting (4M)	Calgary, AB	35			35			-	35
VP UA	Nov 2	Donor Cultivation	Calgary, AB				-		6	6	6
VP UA	Nov 4	External Event	Calgary, AB				-		2	2	2
VP UA	Nov 7	External Meeting (1E)	Calgary, AB	71			71		8	8	79
VP UA	Nov 8	External Meeting (1E)	Calgary, AB	89			89		8	8	97
VP UA	Nov 11	External Event	Calgary, AB				-		9	9	9
VP UA	Nov 14	External Meeting (2E)	Calgary, AB	374			374		9	9	383
VP UA	Nov 14	Internal Meeting (1M)	Calgary, AB	32			32			-	32
VP UA	Nov 16	External Event	Calgary, AB				-		12	12	12
VP UA	Nov 17	Internal Meeting (4M)	Calgary, AB	97			97		1	1	97
VP UA	Nov 25	External Meeting (2E)	Calgary, AB				-		6	6	6
VP UA	Nov 28	Internal Meeting (1M)	Calgary, AB	64			64		8	8	73
VP UA	Nov 29	External Meeting (1E)	Calgary, AB				-		14	14	14
VP UA	Dec 5	Government Meeting (1E)	Calgary, AB				-		10	10	10
VP UA	Dec 5	Government Meeting (1E)	Calgary, AB				-		3	3	3
VP UA	Dec 6	Internal Meeting (1M)	Calgary, AB				-		6	6	6
VP UA	Dec 7	External Event	Calgary, AB			6	6		10	10	16
VP UA	Dec 8	External Meeting (1E)	Calgary, AB				-		7	7	7
VP UA	Dec 12	External Event	Calgary, AB				-		21	21	21
VP UA	Dec 12	Donor Cultivation Event	Calgary, AB	40			40			-	40
VP UA	Dec 14	External Meeting (1E)	Calgary, AB				-		3	3	3
VP UA	Dec 15	Internal Event	Calgary, AB			14	14			-	14
VP UA	Dec 15	Internal Meeting (1M)	Calgary, AB	234			234			-	234
VP UA	Dec 16	Internal Event	Calgary, AB				-		4	4	4
VP UA	Dec 19	Government Event	Calgary, AB			10	10		9	9	19
VP UA	Dec 19	External Meeting	Calgary, AB				-		6	6	6
VP UA	Dec 20	Internal Meeting/Event	Calgary, AB				-		6	6	6
VP UA	Dec 20	Donor Event	Calgary, AB				-		5	5	5
				2,637		58	1,849		10	234	2,074