

Mount Royal University
Quarterly Expense Reporting
July 1 - September 30, 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	Receipted Expenses					Non-Receipted			Grand Total
				Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total	
VP UA	September 27 - Oct 3	Montreal	National Council of Foundatin Executives (NCOFE) meeting & donor meeting	1,095	247	1,191		2,533	152		152	2,686
					247	1,191		2,533	152	-	152	2,686

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	Receipted Expenses				Non-Receipted Expenses			Grand Total
				Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *	Sub-Total	
VP UA	July 5, 2022	Government relations (1M, 1E)	Calgary	10			10				10
VP UA	July 6, 2022	Government relations (1M, 3E)	Calgary	65			65				65
VP UA	July 8, 2022	Donor cultivation event - Uber	Calgary			22	22				22
VP UA	July 9, 2022	Donor cultivation event - Uber	Calgary			61	61				61
VP UA	July 12, 2022	Donor cultivation event - Uber	Calgary			20	20				20
VP UA	August 2, 2022	Employee relations (2M)	Calgary	48			48				48
VP UA	August 15, 2022	Donor cultivation (2M, 1E)	Calgary	10			10				10
VP UA	August 15, 2022	Employee relations (2M)	Calgary	53			53				53
VP UA	August 22, 2022	Employee relations (3M)	Calgary	89			89				89
VP UA	September 26, 2022	Donor cultivation (2M, 2E)	Calgary	21			21				21
				297	103	-	400	-	-	-	400