

Mount Royal University
Quarterly Expense Reporting

January 1 - March 31, 2018

David Docherty
 President



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	
President	January 23-27, 2018	Washington, DC	Association of American Colleges & Universities	991	354	1,357	702	3,404	232			3,637
President	February 27 - March 4, 2018	Ottawa & Quebec City	Universities of Canada conference and workshop	1,389	320	909	220	2,838	192			3,030
President	March 13-14, 2018	Edmonton	Council of Post-Secondary Presidents of Alberta (COPPOA) meeting	252	394	196		842	40			882
President	March 21-22, 2018	Edmonton	Attending the Provincial Budget speech	565	245	213	79	1,102	56			1,158

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 *	
President	January 31, 2018	Donor/External Relations (1M/13E)	Calgary, AB		25		25			25
President	February 3, 2018	Community/University relations event (2M/200E)	Calgary, AB		170		170			170
President	February 15, 2018	Calgary Chamber of Commerce event (3M/60E)	Calgary, AB		150		150			150
President	February 23, 2018	Community/University relations dinner (10M/100E)	Calgary, AB		3		3			3
					348		348			348