

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

**April 1 - June 30, 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	
President	April 4-8, 2018	Chicago, Ill	MPSA Conference	1,196	253	1,185	376	3,010	276	3,286
President	April 23 - 26, 2018	Vancouver	Universities Canada Membership Committee meeting	837	251	946		2,034	128	2,162
President	June 2 - 5, 2018	Ottawa	Global Conference Indiginization Entrepreneurship conference and government meetings	285	153	1,133	621	2,191	236	2,427

**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	
President	April 10, 2018	Parking for Global Public Affairs Event (1M/25E )	Calgary, AB		1		1		1
President	April 12, 2018	Hosted donor relations dinner (2M/4E)	Calgary, AB	275			275		275
President	May 1, 2018	Employee Relations event (2M)	Calgary, AB	52			52		52
President	May 2, 2018	External Relations event (1M/1E)	Calgary, AB	33			33		33
President	May 4, 2018	MRU Liberal Arts Conference (50M/50E)	Calgary, AB		18		18		18
President	May 9, 2018	External Relations (1M/1E)	Calgary, AB	64			64		64
President	May 11, 2018	Community Event (2M/70E)	Calgary, AB	157			157		157
President	June 13, 2018	Breakfast meeting at Telus Convention Centre (2M/100E)	Calgary, AB		15		15		15
				581	34		615	-	615