

Mount Royal University
Quarterly Expense Reporting

January 1 -March 31, 2019

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

				Receipted Expenses				Non-Receipted			Grand Total
				Other				Meals ** & Incidentals	Other		
				Airfare	Transportation *	Accommodation	Other ***		Transportation *	Sub-total	
President	January 13 - 16, 2019	Halifax/Montreal/Toronto/Calgary	Universities Canada meeting and University of Toronto Dissertation	741	477	357		1,575	56	56	1,631
President	March 21-22, 2019	Edmonton	COPPOA meeting	468	172	201	60	901	56	56	957

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				Meals & Incidentals	Non-Receipted Expenses		Grand Total
				Meals	Transportation *	Other	Sub-total		Transportation *	Sub-Total	
President	January 17, 2019	Government meeting (2M/50E)	Calgary, AB		19		19			19	
President	January 21, 2019	External Relations-hosting visitors, Australian University (3M/3E)	Calgary, AB	690	6		696			696	
President	February 15, 2019	University Relations (1M/1E)	Calgary, AB	51	2		53			53	
President	February 21, 2019	University Relations (1M/100E)	Calgary, AB		15		15			15	
President	February 21, 2019	University Relations (1M/1E)	Calgary, AB	90			90			90	
President	February 22, 2019	University Relations (3M/100E)	Calgary, AB		5	384	389			389	
President	February 28, 2019	University Relations (1M/25E)	Calgary, AB		26		26			26	
President	March 7, 2019	Employee Relations (5M)	Calgary, AB	133			133			133	
President	March 21, 2019	Cdn Club of Calgary(3M/150E)	Calgary, AB	189			189			189	
President	March 29, 2019	University Relations (1M/1E)	Calgary, AB		19		19			19	
				1,153	92	384	1,628	-		1,628	