## Mount Royal University Quarterly Expense Reporting

## Elizabeth Evans Interim Provost and Vice-President, Academic



## APR 1 - JUN 30, 2021

## 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 trave
- \*\*\* "Other" includes conference and professional development registration fees and other miscellaneous travel expenses

	Dates:	<u>Destination</u>	Purpose		Receipted Expenses					Non-Receipted		
Position:					Other					Other		Grand
				Airfare	Transportation	* Accommodation	Other ***	Sub-total	& Incidentals	Transportation *	Sub-total	Total
Interim Provost	May 31 - June 17, 2021	Online	CAUBO 2021 Annual Conference Registration and Academic Administration Seminiar	-	-	-	475	475	-	-	-	475
								-			-	-
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).												
Business activity	can include meetings with	external parties(E)	and MKO employees (M).				Receipted Expenses			Non-Receipted Expenses		
Position:	Dates:	Purpose	Location		Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *	Sub-Total	Grand Total
						-		-		•	-	-
							•		•	-		