

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

**January 1, 2017 to March 31, 2017**

**Jeffrey Goldberg**  
 Interim Provost and Vice-President, Academic



**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.

\* "Transportation" (excluding airfare) 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	Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	
Provost	Mar 2-3	Victoria, BC	WestVac Conference	514	163	151	525	1,353	22	1,374
Provost	Mar 23-24	Alberta	ACOSAO Meeting - Edmonton	251	27	201		479	32	533
										1,907

**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	Transportation *	
Provost	Jan 9	Meeting (2M)	Calgary	46			46		46
Provost	Jan 13	Meeting (3M)	Calgary	66			66		66
Provost	Jan 16	Meeting (2M)	Calgary	37			37		37
Provost	Feb 14	Meeting (12M)	Calgary	19			19		19
Provost	Mar 10	Meeting (3M) (1E)	Calgary	89			89		89
Provost	Mar 13	Meeting (3M) (1E)	Calgary	159		5	164		164
Provost	Mar 15	Meeting (1M)	Calgary			3	3		3
Provost	Mar 16	Meeting (3M) (1E)	Calgary	149			149		149
				565	8		573		573