

Mount Royal University
Quarterly Expense Reporting

April 1 - 30, 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 **	Other		Grand Total
				Airfare	Transportation *	Accommodation	Other ***	& Incidentals	Transportation *		
President	April 3 - 7, 2019	Chicago, Ill.	MPSA 77th Annual Conference	953	324	1,424	444	3,145	299	299	3,445

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	Transportation *	
President	April 8, 2019	University Relations	Calgary, AB			23	23			23
President	April 16, 2019	Donor Relations (1M/3E)	Calgary, AB	116			116			116
				116	23		138	-		138