



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	
VP UA	May 3 - 4	Montreal, PQ	National Council for Fundraising Executives Meeting	980	171	568	32	1,751	-	1,751

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 *	
VP UA	Mar 22	Internal Meeting (missed on last posting) (7M, 4E)	Calgary, AB	136			136		136
VP UA	Apr 5	External Meeting (1M, 1E)	Calgary, AB		19		19		19
VP UA	Apr 6	Donor Meeting (2M, 1E)	Calgary, AB	66			66		66
VP UA	Apr 9	External Meeting (2M, 1E)	Calgary, AB	55			55		55
VP UA	Apr 9	Edelman Trust Barometer Event	Calgary, AB			42	42		42
VP UA	Apr 20	Parking for event attended for David Docherty	Calgary, AB		45		45		45
VP UA	Apr 20	Donor Meeting (1M, 1E)	Calgary, AB	56			56		56
VP UA	Apr 24	Donor Meeting (1M, 1E)	Calgary, AB	62			62		62
VP UA	Apr 27	Donor Meeting (2M, 2E)	Calgary, AB	114			114		114
VP UA	Apr 1 - 30	Parking	Calgary, AB		9		9		9
VP UA	May 1	Donor Meeting (2M, 1E)	Calgary, AB	92			92		92
VP UA	May 1	Donor Meeting (2M, 3E)	Calgary, AB	263			263		263
VP UA	May 2	Donor Meeting (3M, 2E)	Calgary, AB	11			11		11
VP UA	May 2	Donor Meeting (1M, 1E)	Calgary, AB	9			9		9
VP UA	May 2	Donor Meeting (2M, 1E)	Calgary, AB	163			163		163
VP UA	May 8	Donor Meeting (1M, 1E)	Calgary, AB		14		14		14
VP UA	May 9	ICD Speaker Series	Calgary, AB			63	63		63
VP UA	May 11	External Meeting (2M, 1E)	Calgary, AB	97			97		97
VP UA	May 12	Elevate Awards (did not attend)	Calgary, AB			410	410		410
VP UA	May 14	Donor Event	Calgary, AB		15		15		15
VP UA	May 15	ATCO AGM	Calgary, AB		19		19		19
VP UA	Apr 17	Donor Meeting (1M,21E)	Calgary, AB	10			10		10
VP UA	May 17	Government Relations (5M, 2E)	Calgary, AB	259			259		259
VP UA	May 16	Donor Meeting (2M, 1E)	Calgary, AB	109			109		109
VP UA	May 23	Philanthropy Summit - hosting Facilitators (2M, 2E)	Calgary, AB	121			121		121
VP UA	May 25	Philanthropy Summit - hosting Facilitators (2M, 2E)	Calgary, AB	157			157		157
VP UA	May 25	Philanthropy Summit - hosting Facilitators (2M, 2E)	Calgary, AB	551			551		551
VP UA	May 1 - 30	Parking	Calgary, AB		7		7		7
VP UA	June 25	Internal Meeting (3M)	Calgary, AB	56			56		56
VP UA	June 26	Internal Meeting (2M)	Calgary, AB	3			3		3
VP UA	June 27	Internal Meeting (2M)	Calgary, AB		28		28		28
VP UA	June 28	External Meeting (1M, 1E)	Calgary, AB	53			53		53
VP UA	June 28	External Meeting (1M, 1E)	Calgary, AB	39			39		39
VP UA	June 29	External Meeting (1M, 1E)	Calgary, AB	123			123		123
VP UA	June 29	Hostess gift for Donor	Calgary, AB			31	31		31
				2,604	156	546	3,306	-	3,306