



**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		Transportation *
VP SACL	Feb 9-13	Portland, OR USA	Attend the NW Assoc of College & University Housing Officers Conference	443	205	699		1,346	281	281	1,627
VP SACL	Mar 8-13	Los Angeles, CA USA	Attend the National Association of Student Personnel Administrators Conference	481	244	1,621	701	3,047	279	279	3,325

**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 *
VP SACL	Feb 1	Internal Meeting (6M, 1E)	Calgary			15	15		-	15
						15	15		-	15