## Mount Royal University Quarterly Expense Reporting

## Sue Mallon

Chair, Board of Governors



## October 1, 2018 to December 31, 2018

## 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

Position:		<u>Destination</u>	Purpose		Receipted Expenses					Non-Receipted		
					Other					Meals ** Other		Grand
	Dates:			Airfare	Transportation * A	Accommodation	Other ***	Sub-total	& Incidentals	Transportation *	Sub-total	Total
Board Chair	Nov 28-29	Edmonton, AB	Field Law Post-Secondary Summit	645	168	275	236	1,324	32		32	1,356
Board Chair	Dec 2-4	Banff, AB	Universities Canada Workshop		160	340		500	24		24	524
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								-			-	-
) Hosting and	Working Session	ı Expenses										
			d working session expenses to be reimbursed for University barties(E) and MRU employees (M).	usiness activity								
					_		Receipted Expenses Other			Non-Receipted Expenses Other		
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