

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

**January 1, 2024 to March 31, 2024**

**Mustansar Nadeem**  
 Vice-President, Finance & Administration



**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	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total		
VP Admin	1 Feb 1-2	Calgary, AB	VP Universities Network	-	49		-	49		-	-	-	49
				-	49	-	-	49	-	-	-	-	49

**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	
				Airfare	Meals	Transportation *	Other***	Sub-total	Meals & Incidentals	Transportation * and/or Other***	Sub-total		
VP Admin	1 Jan 16	External Meeting (1M, 1E)	Calgary		10		-	10		-	-	-	10
VP Admin	2 Jan 28	Internal Meeting (10M)	Calgary		262			262					262
VP Admin	3 Jan 30	External Meeting - SBO Dinner	Calgary		37			37		-	-	-	37
VP Admin	4 Jan 31	External Meeting (1M, 1E)	Calgary		12			12					12
VP Admin	5 Feb 8	External Meeting (1M, 1E)	Calgary		12	26		38					38
VP Admin	6 Mar 3	Internal Meeting (8M)	Calgary		273			273					273
VP Admin	7 Mar 10	External Meeting (1M, 4E)	Calgary		26			26					26
VP Admin	8 Mar 11	External Meeting (1M, 1E)	Calgary		10			10					10
VP Admin	9 Mar 17	Internal Meeting (2M)	Calgary		4			4					4
VP Admin	10 Mar 19	Internal Meeting (2M)	Calgary		11			11					11
					656	26	-	682		-	-	-	682