

Mount Royal University
Quarterly Expense Reporting

October 1 - December 31, 2022

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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: | Dates: | Destination | Purpose | Receipted Expenses | | | | Non-Receipted | | | Grand Total | | |
|-----------|-------------------|-------------|---------------------------|--------------------|------------------|---------------|-----------|---------------|------------------------|------------------------|-------------|-----------|-----|
| | | | | Other | | Accommodation | Other *** | Sub-total | Meals ** & Incidentals | Other Transportation * | | Sub-total | |
| | | | | Airfare | Transportation * | | | | | | | | |
| VP FA | November 2, 2022 | Canmore | ELT Retreat (1M) | | | | | | | 53 | | | |
| VP FA | November 2, 2022 | Canmore | ELT Retreat (1M) | | | | | | | 52 | | | |
| VP FA | November 7, 2022 | Kananaskis | Board Strategy (1M) | | | | | | | 51 | | | |
| VP FA | November 8, 2022 | Kananaskis | Board Strategy (1M) | | | | | | | 51 | | | |
| VP FA | November 14, 2022 | Edmonton | Government relations (1M) | | | | | | | 157 | | | |
| VP FA | November 14, 2022 | Edmonton | Government relations (1M) | | | 25 | | 8 | | | | | |
| VP FA | November 14, 2023 | Edmonton | Government relations (1M) | | | | | | | 157 | | | |
| | | | | 25 | | - | | 8 | - | - | 521 | 521 | 521 |

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 | Other Transportation * | | |
| VP FA | October 8, 2022 | Government relations (1M) | Calgary | 50 | 7 | | 57 | | | | |
| VP FA | October 17, 2022 | Employee Relations (1M) | Calgary | 29 | | | 29 | | | 29 | |
| VP FA | October 27, 2022 | External Parties (1E) | Calgary | 8 | | | 8 | | | 8 | |
| VP FA | October 27, 2022 | Employee relations (5M) | Calgary | 170 | | | 170 | | | 170 | |
| VP FA | October 31, 2022 | Employee relations (1M) | Calgary | 7 | | | 7 | | | 7 | |
| VP FA | November 1, 2022 | Employee relations (1M) | Calgary | 6 | | | 6 | | | 6 | |
| VP FA | November 9, 2022 | Employee relations (1M) | Calgary | 7 | | | 7 | | | 7 | |
| VP FA | November 25, 2022 | Employee relations (1M) | Calgary | 19 | | | 19 | | | 19 | |
| VP FA | December 16, 2022 | Employee relations (5M) | Calgary | 186 | | | 186 | | | 186 | |
| VP FA | December 20, 2022 | Employee relations (2M) | Calgary | 80 | | | 80 | | | 80 | |
| | | | | 512 | - | - | 512 | - | - | - | 512 |