

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

**October -December, 2021**

**Annalise Van Ham**  
 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.

- \* "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:    | Purpose                     | Location | Receipted Expenses |                  |               |           | Non-Receipted Expenses |                        |                        | Grand Total |
|---------------|-----------|-----------------------------|----------|--------------------|------------------|---------------|-----------|------------------------|------------------------|------------------------|-------------|
|               |           |                             |          | Airfare            | Transportation * | Accommodation | Other *** | Sub-total              | Meals ** & Incidentals | Other Transportation * |             |
| VP, Fin & Adm | 25 Nov 21 | Registration for CPA Course | Alberta  |                    |                  |               | 215.25    | 215.25                 |                        |                        | 215.25      |

**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 Fin & Adm | 29 Nov 21 | Refreshments for Divisional Planning Session                      | Calgary  | 65.15              |                  |       | 65.15     |                        |                        | 65.15       |
| VP Fin & Adm | 09 Dec 21 | Lunch meeting with Interim CIO (Attendees A Van Ham and B D'sena) | Calgary  | 37.43              |                  |       | 37.43     |                        |                        | 37.43       |
|              |           |   |          |                    |                  |       |           |                        |                        | 0           |
|              |           |   |          |                    |                  |       |           |                        |                        | 0           |
|              |           |   |          |                    |                  |       |           |                        |                        | 0           |
|              |           |   |          |                    |                  |       |           |                        |                        | 0           |
|              |           |   |          |                    |                  |       | 102.58    | 0                      |                        | 102.58      |