



**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 FA	April 26 - 27	Nanaimo, BC	COWFLOP	369	266	357	315	1,307		-	1,307
VP FA	May 17 - 18	Edmonton, AB	Senior Business Officers Meetings		107	185		292	56	56	348
VP FA	June 10 - 12	Vancouver, BC	CAUBO	426	10	1,493	1,055	2,984	52	52	3,036

**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	Transportation *	
VP FA	May 25	Internal Budget Meeting (4M)	Calgary, AB	86			86		86
VP FA	May 28	CPA Membership	Calgary, AB			1,125	1,125		1,125
VP FA	June 20	AVP-HR Recruitment (4M, 1E)	Calgary, AB	203			203		203
				289	-	1,125	1,413	-	1,413