

Mount Royal University
Quarterly Expense Reporting

July 1 - Sept. 30, 2018

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

Receipted Expenses					Non-Receipted			Grand Total
Other					Meals **	Other		
Airfare	Transportation *	Accommodation	Other ***	Sub-total	& Incidentals	Transportation *	Sub-total	

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			Meals & Incidentals	Non-Receipted Expenses		Grand Total
				Meals	Transportation *	Other		Transportation *	Sub-Total	
VP Fin & Adm	July 16, 2018	University Relations meeting (43M)	Calgary	158						158
VP Fin & Adm	August 2, 2018	External Relations meeting (1M/1E)	Calgary	39	17					56
VP Fin & Adm	September 20, 2018	Audit Executive Workshop	Calgary			38				38
VP Fin & Adm	September 28, 2018	SBO meeting (1M/20E)	Calgary	60	18					79
				257	73				-	330