

Mount Royal University
Quarterly Expense Reporting

January 1 to March 31, 2018

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 Provost and Vice-President, Academic



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 *
Provost	Feb 1-3	Toronto	CHERD Conference	763	114	350	1,650	2,877	180	180	3,057
Provost	Feb 27-Mar 4	Quebec/Victoria	Quebec PSE Workshop and Westvac Conference	1,078	265	961	604	2,907	264	264	3,171

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 *	
Provost	Jan 12	Meeting (15M)	Calgary	42			42		42
Provost	Jan 15	Meeting (3M)	Calgary	141			141		141
Provost	Jan 24	Meeting (1M) (1E)	Calgary	51			51		51
Provost	Jan 25-26	Meeting (1M) (22E)	Calgary		63		63		63
Provost	Jan 31	Meeting (2M)	Calgary	37			37		37
Provost	Feb 7	Meeting (2M)	Calgary	42			42		42
Provost	Feb 8	Meeting (2M)(1E)	Calgary	37			37		37
Provost	Feb 14	Meeting (5M)	Calgary	82			82		82
Provost	Mar 8	Meeting (2M)	Calgary	49			49		49
Provost	Mar 13	Meeting (1M) (3E)	Calgary	82			82		82
Provost	Mar 14	Meeting (1M) (1E)	Calgary		11		11		11
Provost	Mar 14	Meeting (1M) (1E)	Calgary	72			72		72
Provost	Mar 21	Meeting (2M)	Calgary	42			42		42
				677	73	-	751	-	751