

Mount Royal University
Quarterly Expense Reporting
July 1, 2018 to September 30, 2018

Lesley Brown
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:	Received Expenses				Non-Received		Grand Total
				Airfare	Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	
Provost	Jun 22 - Jul 3	Scotland	International Partnership Meetings		86	342		428	528	956
Provost	Jul 9 - 20	Cambridge, MA	PD Course at Harvard University	32	273	4,049		4,354	579	4,933
Provost	Aug 17 - 20	Victoria	Leadership Retreat		70	315		385	0	385
Provost	Sep 22 - 25	Ontario	FBS CAUBO Workshop (NOTL) York University	665	335	2,800		3,800	27	3,827
				696	764	4,707		8,967	1,134	10,102

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:	Received Expenses			Meals & Incidentals		Non-Received Expenses		Grand Total
				Meals	Transportation *	Other ***	Sub-total	Meals & Incidentals	Transportation *	Sub-total	
Provost	Jun 21	Meeting Academic Affairs (2M)	Calgary, AB	48			48			48	
Provost	Jun 21	Meeting (1E, 1M)	Calgary, AB	55			55			55	
Provost	Jul 3	Meeting (1E, 1M)	Glasgow, Scotland	93			93			93	
Provost	Aug 22	Meeting (2M)	Calgary, AB	44			44			44	
Provost	Sep 6	Meeting (2M)	Calgary, AB				0	3		3	
Provost	Sep 5	Meeting (2M)	Calgary, AB	5			5			5	
Provost	Sep 12	Meeting Academic Affairs (2M)	Calgary, AB	5			5			5	
Provost	Sep 17	Meeting (2M)	Calgary, AB	6			6	10		16	
Provost	Sep 19	Meeting (2M)	Calgary, AB	25			25			25	
Provost	Sep 19	Meeting Academic Affairs (2M)	Calgary, AB	6			6			6	
Provost	Sep 20	Meeting w/Faculty (2M)	Calgary, AB				0	13		13	
Provost	Sep 21	Meeting w/Faculty (2M)	Calgary, AB	135			135			135	
Provost	Sep 21	External Relations (3M, 3E)	Calgary, AB	303			303			303	
Provost	Sep 28	University Relations (50M)	Calgary, AB	725	0	0	725	26	0	751	