



April 1 - June 30, 2017

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	Transportation *		Sub-total
VP UA	May 3-6	Banff, AB	National Council for Fundraising Executives Meeting			587		587	56	122	178	765
VP UA	June 19-20	Canmore, AB	PEC Retreat - Mileage					-		102	102	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				Non-Received Expenses		Grand Total
				Meals	Transportation *	Other***	Sub-total	Transportation *		
VP UA	April 13	Internal Meeting - New Director of Advancement (2M)	Calgary, AB	34			34			34
VP UA	April 19	Donor Meeting - Parking (1M, 1E)	Calgary, AB				-	5		5
VP UA	April 26	Donor Meeting - Parking (1M, 1E)	Calgary, AB				-	8		8
VP UA	April 26	U.A. Divisional Meeting (22M)	Calgary, AB	145			145			145
VP UA	April 26	RBC Event "Our Outlook on the Economy & Markets - Parking (1M)	Calgary, AB		5		5			5
VP UA	April 28	Donor Meeting (2M, 1E)	Calgary, AB	344			344			344
VP UA	May 2	Donor Meeting (1M, 1E)	Calgary, AB	65			65			65
VP UA	May 10	Donor Meeting - Parking (1M, 1E)	Calgary, AB				-	6		6
VP UA	May 10	Donor Meeting (1M, 1E)	Calgary, AB	37			37			37
VP UA	May 11	Donor Meeting (2M, 2E)	Calgary, AB	97			97			97
VP UA	May 14	Donor Hosting (2M, 2E)	Calgary, AB	44			44			44
VP UA	May 15	Donor Meeting (1M, 1E)	Calgary, AB	54			54			54
VP UA	May 16	Edelman Trust Barometer Event	Calgary, AB			25	25			25
VP UA	May 17	Donor Meeting (1M, 1E)	Calgary, AB				-	4		4
VP UA	May 18	Donor Meeting (2M, 1E)	Calgary, AB	91			91			91
VP UA	May 24	Donor Meeting (2M, 1E)	Calgary, AB	76			76			76
VP UA	May 25	Donor Meeting - Parking (1M, 1E)	Calgary, AB				-	4		4
VP UA	May 25	Education Matters Event - Parking	Calgary, AB				-	1		1
VP UA	May 25	Education Matters Event (2M)	Calgary, AB			266	266			266
VP UA	May 25	Donor Meeting (1M, 1E)	Calgary, AB	34			34			34
VP UA	May 31	External Meeting (1M, 1E)	Calgary, AB	43			43			43
VP UA	June 5	Donor Meeting (2M, 1E)	Calgary, AB	84			84			84
VP UA	June 8	Internet while travelling	Calgary, AB			9	9			9
VP UA	June 13	ICD Event	Calgary, AB			63	63			63
VP UA	June 14	Donor Meeting (2M, 1E)	Calgary, AB	96			96			96
VP UA	June 15	Public Policy Forum Dinner - Parking	Calgary, AB				-	5		5
VP UA	June 20	Internal Meeting - Parking (18 M)	Calgary, AB				-	3		3
VP UA	June 21	Internal Meeting (2M)	Calgary, AB	36			36			36
				1,281	5	363	1,649	35		1,684