

Mount Royal University
Quarterly Expense Reporting

January 1, 2023, to March 31, 2023

Name: Chad London
Title: Provost & 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.

- * "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

Position:	Dates:	Destination	Purpose	Received Expenses					Non-Received			Grand Total
				Other				Sub-total	Meals ** & Incidentals	Other		
				Airfare	Transportation *	Accommodation	Other ***			Transportation *	Sub-total	
Provost & VP	January 22 to January 23, 2023	Edmonton, AB	Various Government Meetings	-	-	167	-	167		0	-	167
Provost & VP	March 1 to March 3, 2023	Victoria, BC	WetVAC and West VPR Conference	452	304	560	-	1,316	75	0	75	1,391
				-	-	-	-	-	-	-	-	-
				452	304	727	-	1,484	75	-	75	1,559

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	Meals & Incidentals	Other Transportation *	Sub-Total	
Provost & VP	January 10, 2023	Internal Meeting (2M)	Calgary, AB	11			11				11
Provost & VP	January 10, 2023	Internal Meeting (2M)	Calgary, AB	90			90				90
Provost & VP	January 26, 2023	Internal Meeting (3M)	Calgary, AB	123			123				123
Provost & VP	January 27, 2023	Crowchild Classic	Calgary, AB				-		5	5	5
Provost & VP	January 30, 2023	Internal Event (17M, 7E)	Calgary, AB				-		4	4	4
Provost & VP	February 16, 2023	External Meeting (1M, 4E)	Calgary, AB	81			81				81
Provost & VP	February 24, 2023	Internal Meeting (2M)	Calgary, AB	10			10				10
Provost & VP	March 2, 2023	External Meeting (1M, 2E)	Victoria, BC	85			85				85
Provost & VP	March 8, 2023	Government Meeting	Calgary, AB				-		27	27	27
Provost & VP	March 21, 2023	Internal Meeting (2M)	Calgary, AB	10			10				10
Provost & VP	March 23, 2023	Internal Meeting (2M)	Calgary, AB	6			6				6
Provost & VP	March 30, 2023	External Meeting (1M, 1E)	Calgary, AB		13		13				13
							-				-
							-				-
				417	13	-	429	-	36	36	465