

Mount Royal University
Quarterly Expense Reporting
July 1- September 30, 2023

Name: Paul Rossmann
Title: Vice-President, University Advancement



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
					Airfare	Other Transportation	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	

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	Transportation *	Sub-Total	
VP UA	1	July 10, 2023	Government & University Relation/Gobal Public Affairs Stampede Party	Calgary, AB		140		140		30	30	170
VP UA	2	July 11, 2023	Donor Cultivation	Calgary, AB		53		53			-	53
VP UA	3	July 12, 2023	Government & University Relation	Calgary, AB		83		83			-	83
VP UA	4	July 13, 2023	Government Relation	Calgary, AB		84		84			-	84
VP UA	5	July 17, 2023	Donor Cultivation	Calgary, AB		171		171			-	171
VP UA	6	July 18, 2023	Donor Cultivation	Calgary, AB		26		26			-	26
VP UA	7	July 19, 2023	University Relation (1M)	Calgary, AB	122	47		170			-	170
VP UA	8	July 20, 2023	Government Relation	Calgary, AB		16		16			-	16
VP UA	9	July 21, 2023	University Relation (1M)	Calgary, AB				-	7		7	7
VP UA	10	July 28, 2023	University Relation (1M)	Calgary, AB	61	29		91			-	91
VP UA	11	July 31, 2023	University Business (2E)	Calgary, AB	126			126			-	126
VP UA	12	August 21, 2023	University Relation (1M)	Calgary, AB	59			59			-	59
VP UA	13	August 22, 2023	University Business (1M)	Calgary, AB	12			12			-	12
VP UA	14	August 24, 2023	Donor Cultivation	Calgary, AB		28		28			-	28
VP UA	15	August 25, 2023	University Relation (5M)	Calgary, AB	56			56			-	56
VP UA	16	September 5, 2023	University Business	Calgary, AB				-		9	9	9
VP UA	17	September 5, 2023	University Business	Calgary, AB				-		10	10	10
VP UA	18	September 5, 2023	Government Relation	Calgary, AB				-		10	10	10
VP UA	19	September 6, 2023	University Business	Calgary, AB				-		9	9	9
VP UA	20	September 6, 2023	Government Relation	Calgary, AB		2		2			-	2
VP UA	21	September 7, 2023	Government Relation	Calgary, AB		15		15		9	9	24
VP UA	23	September 14, 2023	University Business	Calgary, AB				-		28	28	28
VP UA	25	September 15, 2023	University Business	Calgary, AB				-		9	9	9
VP UA	26	September 16, 2023	University Business	Calgary, AB				-		34	34	34
VP UA	27	September 20, 2023	University Business	Calgary, AB				-		2	2	2
VP UA	28	September 21, 2023	University Business	Calgary, AB				-		9	9	9
VP UA	29	September 22, 2023	Donor Cultivation (2E)	Calgary, AB	74	9		83	17		17	101
VP UA	30	September 25, 2023	University Business	Calgary, AB				-		9	9	9
VP UA	31	September 26, 2023	University Relation (1M)	Calgary, AB	4			4			-	4
VP UA	32	September 27, 2023	Board of Governor's Strategy Session (Sep 27-29)	Banff, AB	52			52	21	152	173	225
					569	704	-	1,273	45	318	363	1,636