

Mount Royal University
Quarterly Expense Reporting

Name: Tim Rahilly
Title: President and Vice-Chancellor



October 1, 2023 to December 31, 2023

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

				Received Expenses					Non-Received			
				Other					Meals **	Other	Grand	
Position:	Dates:	Destination	Purpose	Airfare	Transportation *	Accommodation	Other ***	Sub-total	& Incidentals	Transportation *	Sub-total	Total
President	Oct 23-25	Ottawa, Ontario	Universities Canada Membership Meeting	2,213	192	670	16	3,091	84	23	108	3,198
President	Nov 4-10	Makati, Philippines	Universities Canada Mission to Philippines	10,673	99	1,834	32	12,639	150		150	12,789
President	Nov 29-30	Edmonton, Alberta	Government Meetings	516	129	195		841	83		83	924
				13,402	421	2,700	49	16,570	318	23	341	16,912

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).

				Received Expenses					Non-Received Expenses			
				Airfare	Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other	Sub-Total	Grand
Position:	Dates:	Purpose	Location	Airfare	Meals	Transportation *	Other	Sub-total	Incidentals	Transportation *	Sub-Total	Total
President	Oct 5	External Meeting (3E)	Calgary, AB		239			239			-	239
President	Oct 20	External Meeting (1E)	Calgary, AB		66			66			-	66
President	Oct 6	External Event	Calgary, AB					-		3	3	3
President	Oct 13	Externla Event (1E)	Calgary & Lethrbridge, AB					-		264	264	264
President	Oct 16	External Meeting (1E)	Calgary, AB					-		5	5	5
President	Oct 20	External Meeting (1E)	Calgary, AB		66			66		2	2	68
President	Oct 28	External Event	Calgary, AB					-		5	5	5
President	Nov 1	ELT Retreat (6M)	Calgary, AB		664			664			-	664
President	Nov 16	External Meeting	Calgary, AB					-		10	10	10
President	Nov 29	Government Meeting	Calgary, AB					-		23	23	23
President	Dec 17	External Meeting	Calgary, AB					-		10	10	10
President	Dec 20	ELT Lunch (6M)	Calgary, AB		263			263			-	263
President	Dec 22	Internal Meeting (1M)	Calgary, AB		17			17			-	17
					1,313	-	-	1,313	-	322	322	1,635