

Mount Royal University
Quarterly Expense Reporting

July 1 - September 30, 2019

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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

	Receipted Expenses				Non-Receipted			Grand Total	
	Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *		Sub-total
VP, Fin & Adm	Sept. 13, 2019	Calgary, AB	CPA - Alberta's Jumpstart Foresight Series		6		28		34
								34	34

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	Receipted Expenses				Non-Receipted Expenses			Grand Total
				Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *	Sub-Total	
VP Fin & Adm	September 5, 2019	University Relations			3		3				3
VP Fin & Adm	September 18, 2019	Internal relations (5M/2E)	Calgary	199	75		274				274
VP Fin & Adm	September 19, 2019	Internal relations (5M/1E)	Calgary	165			165				165
VP Fin & Adm	September 19, 2019	Internal relations (6M/1E)	Calgary	17			17				17
VP Fin & Adm	September 20-21, 2019	Strategic Planning Retreat	Calgary					115		115	115
				382	78		460	115	-	115	574