

Mount Royal University
Quarterly Expense Reporting

July 1 - September 30, 2019

Lesley Brown
Provost, and 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.

* "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	
Provost	A Aug 11 - 19	Whitehorse, Yukon	Perspectives on Reconciliation: A Summer Institute	1106	100	0	2302	3507	224	21	245	3753
Provost	B Sep 12	Edmonton, AB	CAFA Distinguished Faculty Awards	306	167	0	0	473	0	0	0	473
Provost	C Sep 13 - 14	Lethbridge, AB	University of Lethbridge Science Building Grand Opening	334	81	321	225	960	40	94	134	1095
				1,746	348	321	2,527	4,941	264	116	380	5,321

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				Sub-total	Non-Received Expenses	Grand Total
				Meals	Transportation *	Other***	Transportation *			
Provost	1 Jul 29	University Relations Meeting (2M)	Calgary, AB	34			34		34	
Provost	2 Aug 19	External University Relations (1M,1E)	Calgary, AB	29			29		29	
Provost	3 Aug 21	University Relations Meeting (2M)	Calgary, AB	35			35		35	
Provost	4 Aug 21	External University Relations Meeting (1M,1E)	Calgary, AB	169			169		169	
Provost	5 Aug 28	Ground Transportation to External Meeting	Calgary, AB			19	19		19	
Provost	6 Aug 28	Ground Transportation from External Meeting	Calgary, AB			17	17		17	
Provost	7 Aug 29	Faculty Relations (2M)	Calgary, AB	52			52		52	
Provost	8 Sep 4	University Relations Meeting (2M)	Calgary, AB	115			115		115	
Provost	9 Sep 5	University Relations Meeting (2M)	Calgary, AB	114			114		114	
Provost	10 Sep 11	University Relations Meeting (2M)	Calgary, AB	126			126		126	
Provost	11 Sep 16	University Relations Meeting (2M)	Calgary, AB	111			111		111	
Provost	12 Sep 20	Mileage Strategic Planning Retreat	Banff, AB				-	116	116	
Provost	13 Sep 20	Per Diem Strategic Planning Retreat	Banff, AB				-	8	8	
Provost	14 Sep 20	Parking Strategic Planning Retreat	Banff, AB		20		20		20	
Provost	15 Sep 23	University Relations Meeting (2M)	Calgary, AB	99			99	8	107	
Provost	16 Sep 25	University Relations Meeting (2M)	Calgary, AB	76			76		76	
Provost	17 Sep 26	Student Relations Meeting (1M,1E)	Calgary, AB	37			37		37	
Provost	18 Sep 26	University Relations Meeting (2M)	Calgary, AB	78	5		83		83	
				1,075	60	-	1,135	132	1,267	