Mount Royal University
Quarterly Expense Reporting

January 1 - March 31, 2020

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Provost and Vice-President, Academic

MOUNT ROYAL UNIVERSITY 1910

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			
Position:		**Dates:**	**Destination**	**Purpose**	**Airfare**	**Other Transportation ***	**Accommodation**	**Other *****	**Sub-total**	**Meals ** & Incidentals**	**Other Transportation ***	**Sub-total**	**Grand Total**
Provost	A	Jan 22 - 23	Toronto, ON	Council of University Executives (CUE)	314	296		21	630	92	(25)	67	697
Provost	B	Mar 3 - 6, 2020	Victoria, BC	WestVAC and WestVPR Conference & Royal Roads University Meeting	654	294	957	800	2,705	148		148	2,853
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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).

						Receipted Expenses				Non-Receipted Expenses			
Position:		**Dates:**	**Purpose**	**Location**	**Meals**	**Transportation ***	**Other**	**Sub-total**	**Meals & Incidentals**	**Other Transportation ***	**Sub-Total**	**Grand Total**
Provost	1	January 9, 2020	External Business Meeting (1E,1M)	Calgary, AB	3			3			-	3
Provost	2	January 15, 2020	Faculty Relations Meeting (2M)	Calgary, AB	8			8			-	8
Provost	3	January 15, 2020	Registration Fees for Faculty Hosted Event	Calgary, AB			53	53			-	53
Provost	4	January 24, 2020	Parking Fees for External University Relations Meeting	Calgary, AB		29		29			-	29
Provost	5	January 30, 2020	Parking Fees Crowchild Classic Game	Calgary, AB		15		15			-	15
Provost	6	February 2, 2020	Parking Fees External Relations Meeting	Calgary, AB		16		16			-	16
Provost	7	February 6, 2020	Inflight WiFi Fees	Calgary, AB			12	12			-	12
Provost	8	February 10, 2020	Inflight WiFi Fees	Calgary, AB			23	23			-	23
Provost	9	February 20, 2020	Parking for External Relations Event	Calgary, AB		8		8			-	8
Provost	10	March 2, 2020	Ground Transportation to Municipal Govt Relations Meeting	Calgary, AB		19		19			-	19
Provost	11	March 2, 2020	Ground Transportation from Municipal Govt Relations Meeting	Calgary, AB		16		16			-	16
Provost	12	March 16, 2020	External Business Meeting (1E,1M)	Calgary, AB	2			2			-	2
Provost	13	March 16, 2020	External Business Meeting (1E,1M)	Calgary, AB	9			9			-	9
					22	104	87	213	-	-	-	**213**