



Lesley Brown  
Provost, and Vice President, Academic

Mount Royal University  
Quarterly Expense Reporting  
October 1 - December 31, 2018

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				Meals ** & Incidentals		Non-Received		Grand Total	
				Airfare	Transportation *	Accommodation	Other ***	Sub-total	Transportation *	Sub-total			
Provost	Oct 15-16	Vancouver, BC	Provosts Meeting	620	50	283		953	52		52	1005	
Provost	Oct 16	Lethbridge, AB	Lethbridge College Indigenous Naming Ceremony		193			193			0	193	
Provost	Oct 29-31	Montreal, QC	MATYAC Conference	927	157	637	30	1752	96		96	1848	
Provost	Nov 8-9	Banff, AB	SoTL Conference		10	141		151	28		28	237	
Provost	Nov 29-30	Edmonton, AB	Field Law Post Secondary Summit	584	120	559	236	1499	52		31	1582	
Provost	Dec 11	Edmonton, AB	Meeting with Ethics Commissioner	477	107			584	4		4	588	
				2608	637	1621	266	5132	232		89	322	5453

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	Transportation *	Sub-total		
Provost	Oct 3	University Relations	Calgary	51				51		51	
Provost	Oct 4	Ground Transportation to External University Relations Event	Calgary		16			16		16	
Provost	Oct 4	Ground Transportation from External University Relations Event	Calgary		11			11		11	
Provost	Oct 5	Faculty Relations (2M)	Calgary	6				6		6	
Provost	Oct 9	Faculty Relations (2M)	Calgary	61				61		61	
Provost	Oct 9	Faculty Relations (2M)	Calgary	5				5		5	
Provost	Oct 10	University Relations (2M,1E)	Calgary	52				52		52	
Provost	Oct 12	External Relations (1M,1E)	Calgary	6				6		6	
Provost	Oct 12	Student Relations (1M,1E)	Calgary	40				40		40	
Provost	Oct 17	University Relations (1M,1E)	Calgary	7				7		7	
Provost	Oct 18	Faculty Relations (2M)	Calgary	5				5		5	
Provost	Oct 22	Faculty Relations (2M)	Calgary, AB	5				5		5	
Provost	Oct 24	University Relations (1M, 1E)	Calgary, AB	106				106		106	
Provost	Oct 24	University Relations (1M, 1E)	Calgary, AB	53				53		53	
Provost	Oct 25	Faculty Relations (2M)	Calgary, AB	3				3		3	
Provost	Oct 25	Parking for Government Meeting	Calgary, AB		1			1		1	
Provost	Oct 26	Parking for Government Meeting	Calgary, AB		29			29		29	
Provost	Oct 26	University Relations (1M, 1E)	Calgary, AB	85				85		85	
Provost	Oct 26	Parking for Government Meeting	Calgary, AB		29			29		29	
Provost	Oct 27	University Relations (1M, 1E)	Calgary, AB	198				198		198	
Provost	Nov 5	Faculty Relations (2M)	Calgary, AB	9				9		9	
Provost	Nov 6	University Relations (2M)	Calgary, AB	30				30		30	
Provost	Nov 9	University Relations (2M)	Calgary, AB	43				43		43	
Provost	Nov 14	University Relations (1M, 1E)	Calgary, AB	9				9		9	
Provost	Nov 15	Student Relations (1M, 1E)	Calgary, AB	24				24		24	
Provost	Nov 15	Faculty Relations (2M)	Calgary, AB	6				6		6	
Provost	Nov 22	Ground Transportation to OAI Community Building Dinner	Calgary, AB		16			16		16	
Provost	Nov 30	External Relations (2M)	Calgary, AB	36				36		36	
Provost	Dec 4	Ground Transportation - Donor Meeting	Calgary, AB		11			11		11	
Provost	Dec 4	Ground Transportation cancellation fee	Calgary, AB		5			5		5	
Provost	Dec 18	University Relations (2M)	Calgary, AB	27				27		27	
Provost	Dec 19	University Relations (2M)	Calgary, AB	38				38		38	
				907	120	0	0	1026	0	0	1026