



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	Jan 14	Edmonton, AB	Meeting with Advanced Education	533.66	175.66	0.00		709.32	\$36.00	\$36.00	745.32	
Provost	B	Jan 25	Edmonton, AB	ACOSAO and Meeting with Adanced Education	560.96	38.70	0.00		599.66	\$36.00	\$36.00	635.66	
Provost	C	Feb 4-8	Banff, AB	SingularityU Canada Executive Program	0.00	0.00	743.24	8541.94	9,285.18	\$52.00	\$52.00	9,337.18	
Provost	D	Feb 26	Nanaimo, BC	Council of Prairie and Pacific University Libraries Mtg	552.67	90.99	166.75		810.41	\$48.00	\$48.00	858.41	
Provost	E	Feb 27- Mar 1	Victoria, BC	2019 WestVAC and WestVPR Conference	552.67	157.46	917.37	551.25	2,178.75	\$124.00	\$124.00	2,302.75	
Provost	F	Mar 4 - 7	Boston, MA USA	Crisis Leadership in Higher Education (CANCELLED)	552.67	112.99	0.00	37.1	702.76	\$68.00	\$68.00	770.76	
Provost	G	Mar 6 - 7	Vancouver, BC	Mtg with UBC & Mtg with Incoming President T. Rahilly	712.16	129.55	406.54		1,248.25	\$68.00	\$68.00	1,316.25	
					3,465	705	2,234	9,130	15,534	432	15,534	432	15,966

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 *	
Provost	1	Jan 8, 2019	Student Relations (2M)	Calgary, AB	24.82			24.82		24.82
Provost	2	Jan 8, 2019	University Recruitment Activities (1E, 1M)	Calgary, AB	68.10			68.10		68.10
Provost	3	Jan 10, 2019	Faculty Relations (2M)	Calgary, AB	5.46			5.46		5.46
Provost	4	Jan 10, 2019	Faculty Relations (2M)	Calgary, AB	6.56			6.56		6.56
Provost	5	Jan 10, 2019	External University Relations (1M, 1E)	Calgary, AB	96.95			96.95		96.95
Provost	6	Jan 11, 2019	Student Relations (1M,2E)	Calgary, AB	14.49			14.49		14.49
Provost	7	Jan 17, 2019	University Relations (2M)	Calgary, AB			17.01	17.01		17.01
Provost	8	Jan 24, 2019	Faculty Relations (2M)	Calgary, AB	5.62			5.62		5.62
Provost	9	Feb 1, 2019	University Relations (1M,1E)	Calgary, AB			4.29	4.29		4.29
Provost	10	Feb 8, 2019	External University Relations (1M, 1E)	Calgary, AB	26.25			26.25		26.25
Provost	11	Feb 12, 2019	Ground Transportation to University Relations Event (4M, 2E)	Calgary, AB			15.29	15.29		15.29
Provost	12	Feb 12, 2019	Ground Transportation from University Relations Event (4M, 2E)	Calgary, AB			14.82	14.82		14.82
Provost	13	Feb 15, 2019	Ground Transportation to University Relations Meeting (4M, 2E)	Calgary, AB			16.47	16.47		16.47
Provost	14	Feb 15, 2019	Ground Transportation from University Relations Meeting (4M, 2E)	Calgary, AB			14.45	14.45		14.45
Provost	15	Feb 15, 2019	University Relations (2M)	Calgary, AB	39.01			39.01		39.01
Provost	16	Feb 21, 2019	Faculty Relations (2M)	Calgary, AB	5.98			5.98		5.98
Provost	17	Feb 27, 2019	External Relations (1M, 1E)	Calgary, AB	14.47			14.47		14.47
Provost	18	Mar 6, 2019	External Relations (1M)	Calgary, AB			40.00	40.00		40.00
Provost	19	Mar 8, 2019	External University Relations (1M, 1E)	Calgary, AB	61.58			61.58		61.58
Provost	20	Mar 12, 2019	Ground transportation to TAC Meeting	Calgary, AB			14.44	14.44		14.44
Provost	21	Mar 12, 2019	Ground transportation from TAC Meeting	Calgary, AB			17.59	17.59		17.59
Provost	22	Mar 13, 2019	Ground Transportation to External Meeting	Calgary, AB			24.35	24.35		24.35
Provost	23	Mar 13, 2019	University Relations (2M)	Calgary, AB	115.92			115.92		115.92
Provost	24	Mar 18, 2019	University Relations (2M)	Calgary, AB	5.46			5.46		5.46
Provost	25	Mar 18, 2019	University Relations (2M)	Calgary, AB	23.37			23.37		23.37
Provost	26	Mar 21, 2019	University Relations (2M)	Calgary, AB	28.10			28.10		28.10
Provost	27	Mar 25, 2019	Board Relations (1M, 1E)	Calgary, AB	50.57			50.57		50.57
Provost	28	Mar 27, 2019	External Relations Meeting (1M, 1E)	Calgary, AB	30.45			30.45		30.45
Provost	29	Mar 28, 2019	Ground Transportation for Student Relation meeting	Calgary, AB			11.46	11.46		11.46
Provost	30	Mar 28, 2019	Student Relations Meeting (1M, 1E)	Calgary, AB	31.53			31.53		31.53
					655	150	40	845	-	845