

Mount Royal University
Quarterly Expense Reporting

April 1 - June 30, 2021

Name: Paul Rossmann
Title: Vice-President, University Advancement



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 expense:

Position:	Dates:	Destination	Purpose	Receipted Expenses				Non-Receipted			Grand Total	
				Airfare	Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *		Sub-total
VP UA	5/26/2021	Virtual session	Calgary Chamber webinar: 5G: Investing in the West - P. Rossmann & Terry Kellam				21	21		-	21	
VP UA	6/3/2021	Virtual session	Institute of Corporate Directors - ICD National Conference				225	225			225	
VP UA	June 23 - 25, 2021	Victoria	Donor cultivation meetings	807	108	626		1,540	88	88	1,628	
				807	108	626	246	1,786	88	1,786	88	1,874

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 UA	June 14	Donor cultivation (1M, 1E)	Calgary	13			13			-	13
VP UA	June 14	Employee recognition (2M)	Calgary	15			15				15
VP UA	June 15	Donor cultivation (1M, 1E)	Calgary	12			12				12
VP UA	June 15	Donor cultivation (1M, 2E)	Ponoka			168	168		180		348
				40	-	168	336	-	180	-	696