

Mount Royal University
Quarterly Expense Reporting

January 1 - March 31, 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 expenses

Position:	Dates:	Destination	Purpose	Receipted Expenses				Non-Receipted Expenses		Grand Total	
				Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals		Other Transportation *
VP UA	1/6/2021	n/a	Institute of Corporate Directors - Annual Membership Renewal				415	415		-	415
VP UA	1/14/2021	Virtual session	Webinar - What Directors Should Know About the Social Purpose Beyond				21	21			21
VP UA	2/10/2021	Virtual session	Webinar - Engage & Grow - Calgary Chamber				26	26			26
VP UA	3/17/2021	Virtual session	Webinar - Path to Recovery - Raise More by Spending More on Fundraising				114	114			114

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 *	
							-			-
							-			-
							-			-