



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
VP UA	Aug 25 - 26	Edmonton	Princess Patricia's Canadian Light Infantry Event			338	147	485	28	279	307	792
VP UA	Sept 27-28	Banff	Global Business Forum		10	385		395	28	118	146	541

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 *	
VP UA	July 4	Donor Meeting (1M, 1E)	Calgary, AB	66			66		66
VP UA	July 6	Transportation to Community Relations Event	Calgary, AB		40		40		40
VP UA	July 10	Internal Meeting (2M)	Calgary, AB	27			27		27
VP UA	July 11	Community Relations (2M)	Calgary, AB	24			24		24
VP UA	July 11	Donor Meeting (1M, 1E)	Calgary, AB	39			39		39
VP UA	July 13	Donor Meeting (2M, 2E)	Calgary, AB	101			101		101
VP UA	July 13	Transportation to Community Relations Event	Calgary, AB		31		31		31
VP UA	July 13	Transportation from Community Relations Event	Calgary, AB		17		17		17
VP UA	July 19	Donor Meeting (2M, 1E)	Calgary, AB	120			120		120
VP UA	July 19	Parking for Donor Meeting	Calgary, AB		26		26		26
VP UA	July 23	Internal Meeting (3M)	Calgary, AB	88			88		88
VP UA	July 27	Donor Meeting (1M, 1E)	Calgary, AB	10			10		10
VP UA	July 1 - 31	Parking	Calgary, AB		27		27		27
VP UA	Aug 1	Donor Meeting (2M, 1E)	Calgary, AB	66			66		66
VP UA	Aug 2	External Meeting (2M, 1E)	Calgary, AB	68			68		68
VP UA	Aug 2	Donor Meeting (2M, 1E)	Calgary, AB	46			46		46
VP UA	Aug 9	Donor Meeting (1M, 1E)	Calgary, AB	62			62		62
VP UA	Aug 14	Donor Meeting (1M, 1E)	Calgary, AB	20			20		20
VP UA	Aug 22	Donor Relations Meeting (1M, 1E)	Calgary, AB	88			88		88
VP UA	Aug 22	Parking for Donor Meeting	Calgary, AB		28		28		28
VP UA	Aug 28	Government Relations Meeting (2M, 1E)	Calgary, AB	70			70		70
VP UA	Aug 31	Donor Meeting (1M, 1E)	Calgary, AB	13			13		13
VP UA	Aug 1 - 31	Parking	Calgary, AB		25		25		25
VP UA	Sept 4	Internal Meeting (2M)	Calgary, AB	13			13		13
VP UA	Sept 12	Donor Meeting (1M, 1E)	Calgary, AB	49			49		49
VP UA	Sept 13	University Relations (1M)	Calgary, AB	14			14		14
VP UA	Sept 17	Internal Meeting (2M)	Calgary, AB	40			40		40
VP UA	Sept 20	Donor Meeting (1M, 1E)	Calgary, AB	37			37		37
VP UA	Sept 20	Donor Meeting (2M, 1E)	Calgary, AB	93			93		93
VP UA	Sept 21	Government Relations Meeting (2M, 1E)	Calgary, AB	30			30		30
VP UA	Sept 25	Donor Relations Lunch (3M, 3E)	Calgary, AB	222			222		222
VP UA	Sept 25	Donor Relations Dinner (2M, 12 E)	Calgary, AB	1,383			1,383		1,383
VP UA	Sept 1 - 30	Parking	Calgary, AB		49		49		49
				2,788	243	-	3,031	-	3,031