



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	Receipted Expenses				Non-Receipted			Grand Total	
				Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *		Sub-total
VP UA	Jun 16	Calgary, AB	SAIT - Interinstiutional Meeting					-		6	6	6
VP UA	Jul 4	Calgary, AB	Stampede Events		30			30			-	30
VP UA	Aug 7	Calgary, AB	GR Meeting				544	544			-	544
VP UA	Aug 15	Calgary, AB	Shaw Charity Classic		46			46			-	46
VP UA	Aug 22	Calgary, AB	Petroleum Club Membership				1,733	1,733			-	1,733
VP UA	Sep 15	Calgary, AB	Canada's Productivity Summit				156	156			-	156
VP UA	Sep 19	Calgary, AB	Shaw Charity Classic		9			9			-	9
VP UA	Sep 25-27	Banff, AB	BoG Events		359		44	403			-	403
				-	443	-	2,477	2,920	-	6	6	2,927

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	Transportation * and/or Other***	Sub-total		
VP UA	Jun 27	Meeting (1M, 1E)	Calgary	57		-	57			-	-	57
VP UA	Aug 15	Meeting (1M, 1E)	Calgary	17			17				-	17
VP UA	Aug 22	Meeting (2M, 1E)	Calgary	13			13				-	13
VP UA	Aug 27	Meeting (1M, 2E)	Calgary	144			144				-	144
VP UA	Aug 29	Meeting (1M, 1E)	Calgary	10			10				-	10
VP UA	Sep 5	Meeting (2M, 5E)	Calgary	43			43				-	43
VP UA	Sep 5	Meeting (1M, 1E)	Calgary	9			9				-	9
VP UA	Sep 11	Meeting (2M, 1E)	Calgary	99			99				-	99
				391	-	-	391	-	-	-	-	391