



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	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total		
VP Admin	Apr 18	Calgary, AB	Calgary Economic Development Conference		32			32				-	32
VP Admin	May 6-7	Calgary, AB	RBC Events		31			31				-	31
VP Admin	May 19	Edmonton, AB	Deloitte Conference			265		265	82	342	424	-	689
VP Admin	May 24	Calgary, AB	CPA Membership				1,219	1,219				-	1,219
VP Admin	Jun 6	Montreal	CAUBO Conference		266	1,896	1,610	3,772	188		188	-	3,960
VP Admin	Jun 18	Calgary, AB	YE Meeting		14			14				-	14
VP Admin	Aug 25	Cochrane, AB	FALT Meeting					-		93	93	-	93
VP Admin	Sep 10-11	Calgary, AB	CPA Conference		50			50				-	50
VP Admin	Sep 15	Calgary, AB	KPMG Meeting		15			15				-	15
VP Admin	Sep 29	Banff, AB	Board Retreat		142	317	22	481				-	481
				-	550	2,478	2,851	5,879	269	435	705	-	6,584

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	Meals & Incidentals	Transportation * and/or Other***	Sub-total			
VP Admin	Apr 7	Meeting (1M, 1E)	Calgary	7		-	7			-	-	-	7
VP Admin	Apr 16	Meeting (1M, 1E)	Calgary	39			39					-	39
VP Admin	Apr 24	External Meeting-SBO (1M)	Calgary	36			36					-	36
VP Admin	Apr 24	Meeting (1M, 2E)	Calgary	24			24					-	24
VP Admin	Apr 29	Meeting (8M)	Calgary	218			218					-	218
VP Admin	May 5	Meeting (9M, 6E)	Calgary	400			400					-	400
VP Admin	May 8	Meeting (1M, 1E)	Calgary	10			10					-	10
VP Admin	May 15	Meeting (2M, 1E)	Calgary	14			14					-	14
VP Admin	May 21	Meeting (9M)	Calgary	272			272					-	272
VP Admin	May 30	Meeting (2M)	Calgary	105			105					-	105
VP Admin	Jun 2	Meeting (1M 1E)	Calgary	10			10					-	10
VP Admin	Jun 17	Meeting (1M 1E)	Calgary	11			11					-	11
VP Admin	Jun 18	Meeting (2M)	Calgary	11			11					-	11
VP Admin	Jun 18	Internal Meeting (11M)	Calgary	23			23					-	23
VP Admin	Jun 20	Meeting (1M, 1E)	Calgary	8			8					-	8
VP Admin	Jun 20	Meeting (2M)	Calgary	64			64					-	64
VP Admin	Jun 23	Internal Meeting (9M)	Calgary	326			326					-	326
VP Admin	Jul 2	YE Meeting (2M, 4E)	Calgary	32			32					-	32
VP Admin	Jul 7	Meeting (2M)	Calgary	57	13		70					-	70
VP Admin	Jul 9	Meeting (1M,1E)	Calgary		14		14					-	14
VP Admin	Jul 11	Meeting (5M)	Calgary	335	9		344					-	344
VP Admin	Jul 14	Meeting (6M, 1E)	Calgary	176			176					-	176
VP Admin	Jul 23	Meeting (7M)	Calgary	282			282					-	282
VP Admin	Jul 25	Meeting (1M, 1E)	Calgary	8			8					-	8
VP Admin	Aug 14	Meeting (1M, 5E)	Calgary	39			39					-	39
VP Admin	Sep 12	Meeting (3M)	Calgary	15			15					-	15
VP Admin	Sep 15	Meeting (7M)	Calgary	546			546					-	546
VP Admin	Sep 24	Meeting (2M)	Calgary	68			68					-	68
VP Admin	Sep 26	Meeting (6M, 2E)	Calgary	234			234					-	234
				3,371	36	-	3,407					-	3,407