



April 1, 2024 to September 30, 2024

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	Received Expenses					Non-Received			Grand Total
				Airfare	Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Transportation *	Sub-total	
President	April 7-13	Victoria, BC	Professional Development	737	359	-	7,197	8,294	308	-	308	8,602
President	April 14-17	Quebec City	Universities Canada Membership Meetings	2,271	202	960	-	3,433	137		137	3,570
President	April 24	Calgary, AB	The General Sir Arthur Currie Award					-		5	5	5
President	May 7	Calgary, AB	Leadership Training				7,682	7,682			-	7,682
President	May 19-24	South Korea	Research	-	343	1,409		1,752	615		615	2,368
President	May 25-28	Hong Kong	Research	5,601	314	1,589		7,504	431		431	7,935
President	Jun 19	Calgary, AB	Business Meeting-BMO		31			31			-	31
President	Jun 23-29	Boston, US	Harvard Course (Research)	3,304	324	643	14,337	18,608	272		272	18,880
President	Jul 4-5	Calgary, AB	Stampede Events		95			95			-	95
President	Jul 9	Calgary, AB	Institute Directors Membership				473	473			-	473
President	Aug 6-8	ST. John's, Newfoundland	Research	4,128	113		200	4,441	126		126	4,567
President	Aug 25-25	Victoria, BC	Research	246	191	409	3,635	4,480	72		72	4,552
President	Sep 11	Calgary, AB	APSN Meeting		16			16			-	16
President	Sept 15-20	Toulouse-Blagnac, France	EAIIE Conference	8,540	98		2,866	11,504	811		811	12,315
President	Sep 24-25	Banff, AB	Board Strategy Session		141			141		6	6	147
President	Sep 24	Calgary, AB	Membership fee-APA				368	368			-	368
				24,826	2,227	5,010	36,757	68,820	2,773	11	2,784	71,605

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 *	Sub-Total		
President	Apr 2	Meeting with UA (5M)	Calgary, AB	172			172				-	172
President	Apr 7	Meeting (1M, 2E)	Calgary, AB	171			171				-	171
President	Apr 18	Meeting (1M 1E)	Calgary, AB	24			24				-	24
President	Apr 22	Meeting (1M, 1E)	Calgary, AB	11			11			5	5	16
President	Apr 25	Meeting (2M)	Calgary, AB	88			88			6	6	95
President	Apr 26	Meeting (1M , 1E)	Calgary, AB	68			68				-	68
President	Apr 28	Meeting (1M , 1E)	Calgary, AB	97			97				-	97
President	Apr 29	Meeting (1M , 1E)	Calgary, AB	30			30			14	14	44
President	Jun 11	Meeting (1M , 1E)	Calgary, AB	94			94				-	94
President	Jun 17	Meeting (1M , 1E)	Calgary, AB	55			55				-	55
President	Jul 2	Meeting (1M , 1E)	Calgary, AB	74			74				-	74
President	Aug 27	Meeting (1M , 1E)	Calgary, AB	80			80				-	80
				963	-	-	963	-	-	26	26	988