



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 Admin	Apr 9	CPA membership dues					1,193	1193				1193
VP Admin	May 8-11	Toronto, ON	CAUBO conference	568	227	1,074		1,869	178	32	210	2,079
VP Admin	May 17-19	Banff, AB	ELT retreat		141			141	7		7	148
VP Admin	May 29	Calgary, AB	CPA - 2023 The One National Conference				1,839	1,839			-	1,839
VP Admin	June 21-24	Vancouver, BC	COWFLOP conference	272	208	1,262		1,742	66		66	1,808
				840	576	2,336	3,032	6,784	251	32	283	7,067

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 Transportation * and/or Other***	Grand Total
				Meals	Transportation *	Other***	Sub-total		
VP Admin	Apr 17	G-wing PUG meeting	Calgary, AB			10	10		10
VP Admin	Apr 18	G-wing meeting	Calgary, AB			16	16		16
VP Admin	Apr 26	VPAG lunch meeting	Calgary, AB	246			246		246
VP Admin	May 11	Finance discussion dinner	Toronto, ON	52			52		52
VP Admin	May 29	G-wing lunch meeting	Calgary, AB	210			210		210
VP Admin	May 31	VPAG lunch meeting	Calgary, AB	190			190		190
VP Admin	June 7	SBO Dinner	Calgary, AB	52	14		66		66
VP Admin	June 19	Candidate discussion	Calgary, AB	21			21		21
VP Admin	June 21	VPAG lunch meeting	Calgary, AB	218			218		218
VP Admin	June 23	Candidate discussion	Calgary, AB	71			71		71
VP Admin				1,060	40	-	1,100	-	1,100