

**Mount Royal University**  
**Quarterly Expense Reporting**

Name: Paul Rossmann  
 Title: Vice-President, University Advancement



**April 1 - June 30, 2022**

**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	Receipted Expenses				Non-Receipted		Grand Total		
				Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals		Other Transportation *	Sub-total
VP UA	April 7 - 8, 2022	Edmonton	Government relations meetings		506	161		667	33	33	701	
VP UA	May 10 - 15, 2022	Toronto	Donor relations & National Council of Fundraising Executives meetings		961	882		1,843	106	106	1,949	
					1,467	1,043		2,510	139	-	139	2,649

**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	Other Transportation *		Sub-Total
VP UA	April 5, 2022	MRU VP recruitment dinner (4M, 1E)	Calgary	354			354			354	
VP UA	April 11, 2022	Donor relations (1M, 3E)	Calgary	29			29			29	
VP UA	April 14, 2022	MRU VP recruitment dinner (4M, 1E)	Calgary	533			533			533	
VP UA	April 25, 2022	Donor cultivation (2M, 1E)	Calgary	80			80			80	
VP UA	May 5, 2022	Government relations - parking	Calgary			21	21			21	
VP UA	May 6, 2022	Donor relations - parking	Calgary			5	5			5	
VP UA	May 17, 2022	Employee relations (3M)	Calgary	86			86			86	
VP UA	June 2, 2022	Employee relations (3M)	Calgary	105			105			105	
VP UA	June 7, 2022	Donor cultivation (1M, 1E)	Calgary	82			82			82	
VP UA	June 7, 2022	Donor cultivation - parking	Calgary			8	8			8	
VP UA	June 8, 2022	Government relations - parking	Calgary			3	3			3	
VP UA	June 23, 2022	Community relations (2M, 1E)	Calgary	74			74			74	
VP UA	June 28, 2022	Donor cultivation - parking	Calgary			9	9			9	
				1,342	45	-	1,387	-	-	-	1,387

