

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

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 Vice President, Finance & Administration



**July 1 - September 30, 2021**

**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 expense

Position:	Dates:	Purpose	Location	Receipted Expenses				Non-Receipted			Grand Total	
				Airfare	Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *		Sub-total
VP, Fin & Adm	September 16, 2021	Registration for attendance at CAUBO FBS Annual Conference - Nov 8-10 2021	Virtual	-	-	-	300.00	300.00	-	-	-	300.00
							300.00	300.00				300.00

**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 Fin & Adm	July 12, 2021	Fall Planning Lunch with VPs from AB Post Secondary Institutions	Calgary		6.50		6.50					6.50
VP Fin & Adm	July 12, 2021	Fall Planning Lunch with VPs from AB Post Secondary Institutions	Calgary	89.21			89.21					89.21
VP Fin & Adm	September 9, 2021	Welcome coffee and tour for new employees for the division	Calgary	75.16			75.16					75.16
				164.37	6.50	-	170.87	-	-	-		170.87

