



**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	Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Transportation *		Sub-total
VP UA	Aug 22 - 23	Edmonton	Government Relations Meetings	-	-	185	-	185	52	-	52	237
VP UA	Sept 26 - 27	Banff	External Event	-	-	380	-	380	16	-	16	396
VP UA	Sept 30	Calgary	Professional Development Session	-	19	-	65	84	-	-	-	84
<b>Total</b>				-	19	566	65	650	68	-	68	718

**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	Transportation *	
VP UA	July 3	Parking for External Event	Calgary, AB		25		25		25
VP UA	July 12	Parking for External Meeting	Calgary, AB		28		28		28
VP UA	July 15	Parking for Donor Relations Meeting	Calgary, AB		19		19		19
VP UA	July 16	Donor Relations (2M, 1E)	Calgary, AB	68			68		68
VP UA	July 18	Donor Relations (2M, 1E)	Calgary, AB	63			63		63
VP UA	July 22	Donor Relations (1M, 1E)	Calgary, AB	10			10		10
VP UA	July 25	Government Relations (1M, 2E)	Calgary, AB	8			8		8
VP UA	Aug 9	Parking for Meeting	Calgary, AB			3	3		3
VP UA	Aug 21	External Relations (1M, 1E)	Calgary, AB	95			95		95
VP UA	Aug 23	Parking for External Meeting	Calgary, AB			19	19		19
VP UA	Sept 13	University Relations (1M, 1E)	Calgary, AB	6			6		6
VP UA	Sept 20-21	Strategic Planning Retreat	Banff, AB				-	16	16
VP UA	Sept 23	Parking for various September meetings	Calgary, AB			11	11		11
VP UA	Sept 24	Donor Relations (1M, 2E)	Calgary, AB	103			103		103
VP UA	Sept 24	Donor Relations (1M, 3E)	Calgary, AB	360			360		360
VP UA	Sept 25	Donor Relations (1M, 1E)	Calgary, AB	8			8		8
VP UA	Sept 25	Donor Relations (2 M, 1E)	Calgary, AB	64			64		64
VP UA	Sept 25	Parking for Donor Meeting	Calgary, AB			28	28		28
VP UA	Sept 30	Donor Relations (1M, 1E)	Calgary, AB	5			5		5
				<b>791</b>	<b>133</b>	<b>-</b>	<b>923</b>	<b>16</b>	<b>939</b>