

Mount Royal University
Quarterly Expense Reporting

Tim Rahilly
President



January 1 - March 31, 2020

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

				Receipted Expenses					Non-Receipted			Grand Total
				Other				Sub-total	Meals ** & Incidentals	Other		
				Airfare	Transportation *	Accommodation	Other ***			Transportation *	Sub-total	
President	January 12-14, 2020	Banff, AB	Universities Canada President's conference			352		352	48	114	162	513
President	February 19-20, 2020	Edmonton, AB	Meetings with the Government	708	364	351		1,423	68	23	91	1,514
President	February 28-March 8, 2020	India	Calgary Economic Development - Mission (India)	9,749	99	1,954	112	11,914	630		630	12,544
President	March 12-13, 2020	Edmonton, AB	Council of Post-Secondary Presidents of Alberta (COPPOA)	586	162	212	200	1,161	28	23	51	1,212
President	March 14-16, 2020	San Diego, CA	American Council on Education (ACE) - trip cancelled				389	389				389
President	March 22-26, 2020	Vancouver, BC	Asia-Pacific Assoc. for Int'l Education Conference (APAIE) - conference cancelled. Expenses deferred to 2021.	129				129				129

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	Transportation *	Sub-Total	
President	January 8, 2020	External Relations	Calgary, AB			41	41				41
President	January 30, 2020	Board relations	Calgary, AB			39	39				39
President	February 4, 2020	External Relations	Calgary, AB			16	16				16
President	February 5, 2020	External Relations	Calgary, AB			32	32				32
President	February 10, 2020	University Relations (30M/50E)	Calgary, AB				26	26			26
President	February 14, 2020	External Relations	Calgary, AB			9	9				9
President	February 18, 2020	University Relations (2M/1E)	Calgary, AB	55			55				55
President	February 26, 2020	External Relations	Calgary, AB			5	5				5
President	February 27, 2020	External Relations (3M/50E)	Calgary, AB	300			300				300
President	March 9, 2010	University Relations (2M)	Calgary, AB	56			56				56
				411	143	26	580				580