Mount Royal University
Quarterly Expense Reporting

July 1 - September 30, 2020

Timothy Rahilly
President and Vice-Chancellor

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	Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total	Grand Total
					Receipted Expenses				Non-Receipted			
President	July 6-7, 2020	Edmonton	Government Meetings			285		285	68		68	353
President	Sept 23-24, 2020	Banff	Global Business Forum			432		432	52	114	166	598

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	Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *	Sub-Total	Grand Total
					Receipted Expenses				Non-Receipted Expenses		
President	July 8	External Relations (1M + 1E)	Calgary		29		29			-	29
President	July 15	Employee Relations (2M)	Calgary	7			7			-	7
President	August 12	Employee Relations (2M)	Calgary	11			11			-	11
President	August 17	Alumni Relations(1M + 1E)	Calgary	11			11			-	11
President	August 27	Internal Relations (2M)	Calgary	45			45			-	45
President	August 27	Employee Relations (2M + 1 E)	Calgary	26			26			-	26
				99	29		128				**128**