

Mount Royal University
Quarterly Expense Reporting

July 1 - September 30, 2019

Tim Rahilly
President



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

	Received Expenses					Non-Received			Grand Total			
	Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total				
President	July 4 - 10, 2019	Boston, MA	Harvard Seminar for New Presidents	1,316	220	444	14,363	16,342	238	238	16,581	
President	July 31 - August 7, 2019	Cincinnati, OH	WACE Conference	1,138	235	1,121	800	3,293	265	265	3,558	
President	August 22-23, 2019	Edmonton, AB	Meetings with Government representatives			185	70	255	52	52	307	
President	September 26-27, 2019	Banff, AB	Global Business Forum			409	20	429	133	133	563	
				2,454	454	2,160	15,252	20,320	688	-	688	21,008

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	Meals & Incidentals	Other Transportation *	Sub-Total	
President	July 15, 2019	External Relations meeting (1M/1E)	Calgary, AB	64			64				64
President	August 26, 2019	University Relations	Calgary, AB		38		38				38
President	August 30, 2019	University Relations (3M)	Calgary, AB	10			10				10
President	August 30, 2019	Board relations	Calgary, AB		27		27				27
President	September 1, 2019	University Relations	Calgary, AB		32		32				32
President	September 6, 2019	Donor Relations (1M/1E)	Calgary, AB	81	38		120				120
President	September 17, 2019	University Relations (1M/1E)	Calgary, AB	47	4		51				51
President	September 19, 2019	External relations	Calgary, AB		16		16				16
President	September 19, 2019	Board Relations (2M/1E)	Calgary, AB	9			9				9
President	September 20, 2019	External Relations (1M/1E)	Calgary, AB	18	14		32				32
President	September 20-21, 2019	Strategic Planning retreat	Banff, AB			20	20	132		132	151
President	September 30, 2019	External Relations	Calgary, AB			90	90				90
				229	170	110	509	132	-	132	641