

**Name:** Chad London  
**Title:** Provost and Vice-President, Academic



**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	Received Expenses					Non-Received			Grand Total
				Airfare	Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total	
Provost & VP	July 10-12, 2023	North Dakota, US	Bachelor of Aviation Discussions	1,915	395	295		2,605	17		17	2,622
Provost & VP	September 27-29	Banff, AB	Board Strategy Session			-		-		138	138	138
				1,915	395	295	-	2,605	17	138	155	2,760.00

**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	Received Expenses				Non-Received Expenses			Grand Total
				Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *	Sub-Total	
Provost & VP	July 4, 2023	External Meeting (1E, 4M)	Calgary, AB	384			384		5	5	389
Provost & VP	July 5, 2023	External Meeting (1E, 4M)	Calgary, AB	413			413		9	9	422
Provost & VP	July 6, 2023	External Meeting (1E, 4M)	Calgary, AB	435			435		5	5	440
Provost & VP	July 7, 2023	External Meeting (1E)	Calgary, AB	13			13			-	13
Provost & VP	July 10, 2023	External Meeting (July 10-12) (3M)	North Dakota, US	507			507	17		17	524
Provost & VP	July 14, 2023	External Meeting	Calgary, AB	103			103			-	103
Provost & VP	August 17, 2023	Internal Event	Calgary, AB				-		40	40	40
Provost & VP	August 22, 2023	Internal Meeting	Calgary, AB				-		9	9	9
Provost & VP	August 25, 2023	Internal Meeting (2M)	Calgary, AB	14			14			-	14
Provost & VP	August 30, 2023	Internal Meeting (13M)	Kananaskis, AB	714			714			-	714
Provost & VP	September 1, 2023	External Meeting	Wheatland County, AB				-		89	89	89
Provost & VP	September 3, 2023	Internal Event	Calgary, AB			7	7			-	7
Provost & VP	September 5, 2023	External Meeting	Calgary, AB			30	30			-	30
Provost & VP	September 8, 2023	Internal Meeting (8M)	Calgary, AB	252			252			-	252
Provost & VP	September 12, 2023	Internal Meeting	Calgary, AB				-		4	4	4
Provost & VP	September 13, 2023	Internal Meeting (6M)	Calgary, AB	220			220			-	220
Provost & VP	September 15, 2023	External Meeting	Calgary, AB				-		9	9	9
Provost & VP	September 21, 2023	Internal Meeting	Calgary, AB				-		11	11	11
				3,055	37	-	3,092		181	198	3,290