

Mount Royal University
Quarterly Expense Reporting

January 1, 2024 to March 31, 2024

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	Receipted Expenses					Non-Receipted			Grand Total
				Other				Sub-total	Meals ** & Incidentals	Other		
				Airfare	Transportation *	Accommodation	Other ***			Transportation *	Sub-total	
Provost & VP	Jan 15 & 16, 2024	Edmonton, AB	AB Council of Senior Academic Meetings	409	274	358	-	1,042	75		75	1,117
Provost & VP	Feb 1-2, 2024	Calgary, AB	Meeting:University VP Network		55		-	55		30	30	85
Provost & VP	Mar 6-8	Victoria, BC	Western VP Academic & VP Research	543	215	419	-	1,178	93		93	1,271
				953	544	778	-	2,274	168	30	198	2,472

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	Other Transportation *	Sub-Total	
Provost & VP	Jan 5, 2024	Internal Meeting (7M)	Calgary, AB	188			188		0	-	188
Provost & VP	Jan 5, 2024	Internal Meeting (3M)	Calgary, AB	8			8			-	8
Provost & VP	Jan 17, 2024	Internal Meeting	Calgary, AB				-		5	5	5
Provost & VP	Jan 20, 2024	External Meeting (1M, 1E)	Calgary, AB	12			12			-	12
Provost & VP	Jan 29, 2024	External Meeting (2M, 1E)	Calgary, AB	10			10			-	10
Provost & VP	Mar 18, 2024	External Meeting (1M, 1E)	Calgary, AB	26			26			-	26
				245	-	-	245		5	5	250