

Mount Royal University
Quarterly Expense Reporting

October 1, 2023 to December 31, 2023

Mustansar Nadeem
 Vice-President, Finance & Administration



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.

* "Transportation"(excluding airfare) 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 Transportation *		Sub-total
				Airfare	Transportation *	Accommodation	Other ***					
VP Admin	1 Nov 15-16	Toronto, ON	SHURE conference	636	307	931	1,201	3,074	101	101	3,175	
				636	307	931	1,201	3,074	101	-	101	3,175

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		
				Airfare	Meals	Transportation *	Other***	Sub-total	Meals & Incidentals	Transportation * and/or Other***		Sub-total	
VP Admin	1 Sep 28-29	Board Strategy Session (2M)	Banff, AB		18		11	28			151	151	179
VP Admin	2 Oct 16	VPAG Team Lunch (9M)	Calgary		188			188					188
VP Admin	3 Oct 26-27	VPAG Offsite Team Meeting (10M)	Canmore, AB		540			540		128	128		668
VP Admin	4 Nov 20	Internal Meeting (1M)	Calgary		37			37					37
VP Admin	5 Nov 23	VPAG Team Lunch (9M)	Calgary		351			351					351
VP Admin	6 Nov 30	External Meeting (1E)	Calgary		57			57					57
VP Admin	7 Dec 11	Internal Meeting (1M)	Calgary		13			13					13
VP Admin	8 Dec 13	Internal Meeting (1M)	Calgary		12			12					12
VP Admin	9 Dec 18	External Meeting (1E)	Calgary		8			8					8
VP Admin	10 Dec 19	External Meeting (1E)	Calgary		10			10					10
VP Admin	11 Dec 21	VPAG Team Lunch (7M)	Calgary		303			303					303
					1,537	-	11	1,548			279	279	1,826