



**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 |                  |
|-----------|-------------|-------------|---|--------------------|------------------|---------------|-----------|---------------|------------------------|-------------|------------------|
|           |             |             |   | Airfare            | Transportation * | Accommodation | Other *** | Sub-total     | Meals ** & Incidentals |             | Transportation * |
| VP UA     | Oct 2 - 4   | Toronto     | National Council of Foundation Executives (NCOFE) | 738                | 237              | 304           |           | 1,280         | 80                     | 80          | 1,360            |
| VP UA     | Oct 9       | Calgary     | Institute of Corporate Directors (ICD) Session    |                    | 28               |               | 68        | 96            |                        |             | 96               |
| VP UA     | Oct 24 - 25 | Edmonton    | Government Relations Meetings                     | 722                | 149              | 185           |           | 1,056         | 52                     | 52          | 1,108            |
| VP UA     | Nov 3 - 6   | Boston      | Fundraising for Presidents Institute Conference   | 869                |                  | 1,485         | 2,280     | 4,635         | 210                    | 210         | 4,845            |
| VP UA     | Nov 26      | Edmonton    | Government Relations Meetings                     | 602                | 152              |               | 263       | 1,016         | 8                      | 8           | 1,024            |
| VP UA     | Dec 11 - 12 | Edmonton    | Government Relations Meetings                     | 734                | 150              | 185           | 101       | 1,171         | 28                     | 28          | 1,199            |

**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 | Transportation *       |             |
| VP UA     | October 1  | Parking for Donor Relations Meeting   | Calgary, AB |                    |                  | 28       | 28        |                        | 28          |
| VP UA     | October 22 | Internal Meeting (3M)                 | Calgary, AB | 43                 |                  |          | 43        |                        | 43          |
| VP UA     | Nov 13     | Parking for various November meetings | Calgary, AB |                    |                  | 8        | 8         |                        | 8           |
| VP UA     | Nov 14     | Parking for External Relations Event  | Calgary, AB |                    |                  | 15       | 15        |                        | 15          |
| VP UA     | Nov 18     | Donor Relations (3M, 1E)              | Calgary, AB | 82                 |                  |          | 82        |                        | 82          |
| VP UA     | Nov 22     | Parking for Donor Meeting             | Calgary, AB |                    |                  | 28       | 28        |                        | 28          |
| VP UA     | Nov 25     | Community Relations (1M, 1E)          | Calgary, AB | 24                 |                  |          | 24        |                        | 24          |
| VP UA     | Dec 4      | Parking for Donor Relations Meeting   | Calgary, AB |                    |                  | 28       | 28        |                        | 28          |
| VP UA     | Dec 8      | Uber to Donor Function                | Calgary, AB |                    |                  | 61       | 61        |                        | 61          |
| VP UA     | Dec 8      | Uber from Donor Function              | Calgary, AB |                    |                  | 32       | 32        |                        | 32          |
| VP UA     | Dec 9      | Donor Relations Meeting (1M, 1E)      | Calgary, AB | 56                 |                  |          | 56        |                        | 56          |
| VP UA     | Dec 11     | Internal Meeting (2M)                 | Calgary, AB | 42                 |                  |          | 42        |                        | 42          |
| VP UA     | Dec 11     | Parking for various December meetings | Calgary, AB |                    |                  | 12       | 12        |                        | 12          |
|           |            |                                       |             | 247                | 211              | -        | 458       | -                      | 458         |