

Mount Royal University
Quarterly Expense Reporting

October 1 - December 31 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

Position:	Dates:	Destination	Purpose	Receipted Expenses					Non-Receipted		Grand Total
				Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	
President	October 2 - 4, 2019	Vancouver, BC	Professional Development conference	503	271	644	1,680	3,098	116	116	3,214
President	October 23 - 25, 2019	Edmonton	Government meetings	703	121	438	69	1,330	112	112	1,442
President	October 28 - 31, 2019	Ottawa, ON	Universities Canada - Membership meeting	1,252	83	603	88	2,026	108	108	2,134
President	November 2 - 6, 2019	Boston, MA	Fundraising for Presidents' Institute Conference	1,280	106	1,487	3,100	5,973	227	227	6,200
President	November 6-7, 2019	Edmonton, AB	Council of Post-Secondary Presidents of Alberta	205		351		556	44	44	600
President	December 1-3, 2019	Montreal, PQ	Universities Canada - Skills Workshop	879	122	426	88	1,515	72	72	1,587
President	December 11-12, 2019	Edmonton, AB	Government meetings	414	225	185		824	76	76	900

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 *	
President	October 10, 2019	Board relations	Calgary, AB		25		25			25
President	November 1, 2019	Government Relations	Calgary, AB		27		27			27
President	November 15, 2019	University Relations	Calgary, AB		31		31			31
President	November 19, 2019	University Relations	Calgary, AB		36		36			36
President	November 21, 2019	Internal Relations (3M)	Calgary, AB	45			45			45
President	November 25, 2019	University Relations (1M/1E)	Calgary, AB	48			48			48
President	November 25, 2019	University Relations (1M/1E)	Calgary, AB	165			165			165
President	December 9, 2019	External Relations	Calgary, AB		36		36			36
President	December 11, 2019	Donor Relations	Calgary, AB		41		41			41
President	December 17, 2019	University Relations (1M/1E)	Calgary, AB	8			8			8
President	December 31, 2019	University Relations	Calgary, AB		17		17			17
				266	213		479			479