Mount Royal University Quarterly Expense Reporting

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Provost and Vice-President, Academic



January 1 to March 31, 2018

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

				Receipted Expenses				Non-Receipted				
									Meals **			Grand
Position:	Dates:	<u>Destination</u>	Purpose	Airfare	Transportation *	Accommodation	Other ***	Sub-total	& Incidentals	Transportation *	Sub-total	Total
Provost	Feb 1-3	Toronto	CHERD Conference	763	114	350	1,650	2,877	180		180	3,057
Provost	Feb 27-Mar 4	Quebec/Victoria	Quebec PSE Workshop and Westvac Conference	1,078	265	961	604	2,907	264		264	3,171
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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).

<u>Dates:</u>		<u>-</u>	Receipted Expenses				Non-Receipted Expenses	
	Purpose	Location	Meals	Transportation *	Other***	Sub-total	Transportation *	Grand Total
Jan 12	Meeting (15M)	Calgary	42			42		42
Jan 15	Meeting (3M)	Calgary	141			141		141
Jan 24	Meeting (1M) (1E)	Calgary	51			51		51
Jan 25-26	Meeting (1M) (22E)	Calgary		63		63		63
Jan 31	Meeting (2M)	Calgary	37			37		37
Feb 7	Meeting (2M)	Calgary	42			42		42
Feb 8	Meeting (2M)(1E)	Calgary	37			37		37
Feb 14	Meeting (5M)	Calgary	82			82		82
Mar 8	Meeting (2M)	Calgary	49			49		49
Mar 13	Meeting (1M) (3E)	Calgary	82			82		82
Mar 14	Meeting (1M) (1E)	Calgary		11		11		11
Mar 14	Meeting (1M) (1E)	Calgary	72			72		72
Mar 21	Meeting (2M)	Calgary	42			42		42
		-	677	73	-	751	-	751
	Jan 12 Jan 15 Jan 24 Jan 25-26 Jan 31 Feb 7 Feb 8 Feb 14 Mar 8 Mar 13 Mar 14	Jan 12 Meeting (15M) Jan 15 Meeting (3M) Jan 24 Meeting (1M) (1E) Jan 25-26 Meeting (1M) (22E) Jan 31 Meeting (2M) Feb 7 Meeting (2M) Feb 8 Meeting (2M)(1E) Feb 14 Meeting (5M) Mar 8 Meeting (2M) Mar 13 Meeting (1M) (3E) Mar 14 Meeting (1M) (1E) Mar 14 Meeting (1M) (1E)	Jan 12 Meeting (15M) Calgary Jan 15 Meeting (3M) Calgary Jan 24 Meeting (1M) (1E) Calgary Jan 25-26 Meeting (1M) (22E) Calgary Jan 31 Meeting (2M) Calgary Feb 7 Meeting (2M) Calgary Feb 8 Meeting (2M)(1E) Calgary Feb 14 Meeting (5M) Calgary Feb 14 Meeting (5M) Calgary Mar 8 Meeting (2M) Calgary Mar 13 Meeting (1M) (3E) Calgary Mar 14 Meeting (1M) (1E) Calgary Mar 14 Meeting (1M) (1E) Calgary Mar 14 Meeting (1M) (1E) Calgary	Jan 12 Meeting (15M) Calgary 42 Jan 15 Meeting (3M) Calgary 141 Jan 24 Meeting (1M) (1E) Calgary 51 Jan 25-26 Meeting (1M) (22E) Calgary 37 Jan 31 Meeting (2M) Calgary 37 Feb 7 Meeting (2M) Calgary 42 Feb 8 Meeting (2M)(1E) Calgary 37 Feb 14 Meeting (5M) Calgary 37 Feb 14 Meeting (5M) Calgary 49 Mar 8 Meeting (2M) Calgary 49 Mar 13 Meeting (1M) (3E) Calgary 82 Mar 14 Meeting (1M) (1E) Calgary 72 Mar 21 Meeting (2M) Calgary 42 Meeting (2M)	Jan 12 Meeting (15M) Calgary 42 Jan 15 Meeting (3M) Calgary 141 Jan 24 Meeting (1M) (1E) Calgary 51 Jan 25-26 Meeting (1M) (22E) Calgary 37 Jan 31 Meeting (2M) Calgary 42 Feb 7 Meeting (2M) Calgary 42 Feb 8 Meeting (2M)(1E) Calgary 37 Feb 14 Meeting (5M) Calgary 37 Feb 14 Meeting (5M) Calgary 37 Feb 14 Meeting (5M) Calgary 82 Mar 8 Meeting (2M) Calgary 49 Mar 13 Meeting (1M) (3E) Calgary 82 Mar 14 Meeting (1M) (1E) Calgary 72 Mar 21 Meeting (2M) Calgary 42 Meeting (2M) Calgary 42 Meeting (2M) Calgary 72 Mar 21 Meeting (2M) Calgary 42 Meeting (2M) Calgary 4	Jan 12 Meeting (15M) Calgary 42 Jan 15 Meeting (3M) Calgary 141 Jan 24 Meeting (1M) (1E) Calgary 51 Jan 25-26 Meeting (1M) (22E) Calgary 37 Feb 7 Meeting (2M) Calgary 42 Feb 8 Meeting (2M) Calgary 37 Feb 14 Meeting (5M) Calgary 37 Feb 14 Meeting (5M) Calgary 37 Feb 14 Meeting (5M) Calgary 42 Mar 8 Meeting (2M) Calgary 82 Mar 13 Meeting (1M) (3E) Calgary 49 Mar 14 Meeting (1M) (1E) Calgary 72 Mar 14 Meeting (1M) (1E) Calgary 72 Mar 21 Meeting (2M) Calgary 72 Mar 21 Meeting (2M) Calgary 42	Jan 12 Meeting (15M) Calgary 42 42 42 Jan 15 Meeting (3M) Calgary 141 141 Jan 24 Meeting (1M) (1E) Calgary 51 51 Jan 25-26 Meeting (1M) (22E) Calgary 63 63 Jan 31 Meeting (2M) Calgary 37 37 Feb 7 Meeting (2M) Calgary 42 42 Feb 8 Meeting (2M)(1E) Calgary 37 37 Feb 14 Meeting (5M) Calgary 37 37 Feb 14 Meeting (5M) Calgary 82 82 Mar 8 Meeting (2M) Calgary 49 49 Mar 13 Meeting (1M) (3E) Calgary 82 82 Mar 14 Meeting (1M) (1E) Calgary 72 72 Mar 21 Meeting (2M) Calgary 72 72 Mar 21 Meeting (2M) Calgary 42 42 Meeting (2M) Calgary 72 72 Mar 21 Meeting (2M) Calgary 42 42 Mar 22 Mar 23 Meeting (2M) Calgary 72 72 Mar 24 Meeting (2M) Calgary 42 42 Mar 25 Meeting (2M) Calgary 42 Mar 26 Meeting (2M) Calgary 42 Mar 27 Meeting (2M) Calgary 42 Mar 28 Meeting (2M) Calgary 42 Mar 29 Mar 20 Meeting (2M) Mar 20 Meeting (2M) Meeting (2M) Mar 21 Meeting (2M) Calgary 42 Mar 21 Meeting (2M) Calgary 42 Mar 21 Meeting (2M) Mar 21 Meeting (2M) Mar 22 Mar 23 Mar 24 Meeting (2M) Mar 24 Meeting (2M) Mar 25 Mar 27 Mar 26 Meeting (2M) Mar 27 Meeting (2M) Mar 28 Meeting (2M) Mar 29 Mar 29 Mar 20 Meeting (2M) Mar 20 Meeting (2M) Mar 21 Meeting (2M) Mar 22 Mar 23 Mar 24 Meeting (2M) Mar 24 Meeting (2M) Mar 29 Mar 20 Mar 20 Mar 20 Mar 20 Mar 20 Mar 21 Meeting (2M) Mar 22 Mar 23 Mar 24 Meeting (2M) Mar 24 Meeting (2M) Mar 25 Mar 27 Mar 27 Mar 27 Mar 27 Mar 28 Mar 28 Mar 29 Mar 28 Mar 29 Mar	Jan 12 Meeting (15M) Calgary 42 42 Jan 15 Meeting (3M) Calgary 141 141 Jan 24 Meeting (1M) (1E) Calgary 51 51 Jan 25-26 Meeting (1M) (22E) Calgary 63 63 Jan 31 Meeting (2M) Calgary 37 37 Feb 7 Meeting (2M) Calgary 42 42 Feb 8 Meeting (2M)(1E) Calgary 37 37 Feb 14 Meeting (5M) Calgary 37 37 Feb 14 Meeting (5M) Calgary 82 82 Mar 8 Meeting (2M) Calgary 49 49 Mar 13 Meeting (1M) (3E) Calgary 82 82 Mar 14 Meeting (1M) (1E) Calgary 72 72 Mar 21 Meeting (2M) Calgary 72 72 Meeting (2M) (1E) Calgary 72 72 Mar 21 Meeting (2M) (2M) Calgary 42 42 Meeting (2M) (1E) Calgary 72 72 Mar 21 Meeting (2M) (2M) Calgary 42 42 Mar 21 Meeting (2M) (2M) Calgary 42 42 Meeting (2M) (2M) (2M) (2M) (2M) (2M) (2M) (2M)