Mount Royal University
Quarterly Expense Reporting

October 1 - December 31, 2020

Timothy Rahilly
President and Vice-Chancellor

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

				Receipted Expenses					Non-Receipted		
Position:	**Dates:**	**Destination**	**Purpose**	**Airfare**	**Other Transportation ***	**Accommodation**	**Other *****	**Sub-total**	**Meals ** & Incidentals**	**Other Transportation ***	**Sub-total**
President	Oct 5 - 7 2020	Edmonton	Government Meetings		25	514	78	617	88		88

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).

					Receipted Expenses			Non-Receipted Expenses		
Position:	**Dates:**	**Purpose**	**Location**	**Meals**	**Transportation ***	**Other**	**Sub-total**	**Meals & Incidentals**	**Other Transportation ***	**Sub-Total**
President	Oct 9	Board Relations (1M&1E)	**Calgary**	10			10			
President	Dec 10	Univ. Relations	Calgary		8		8			
				10	8		18			

Grand Total
705

Grand Total
10
8
18