

**Mount Royal University**  
**Quarterly Expense Reporting**

**October 1 - December 30, 2019**

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 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.

- \* "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			Grand Total
	Other				Sub-total	Meals ** & Incidentals	Other		
	Airfare	Transportation *	Accommodation	Other ***			Transportation *	Sub-total	
VP, Fin & Adm	October 2-4, 2019	Edmonton, AB	2019 Fall COWFLOP Conference		-	24	280	304	304
VP, Fin & Adm	November 7, 2019	Edmonton, AB	COPPOA, SBO and SAO Provincial Budget meeting		341	16		-	357

**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 *	Sub-Total	
VP Fin & Adm	October 10, 2019	University Relations	Calgary		4		4				4
VP Fin & Adm	October 11, 2019	Board Relations (1M/1E)	Calgary	55			55				55
VP Fin & Adm	October 17, 2019	Internal Relations (2M/1E)	Calgary	26			26				26
VP Fin & Adm	October 25, 2019	Internal Relations (2M)	Calgary	36			36				36
VP Fin & Adm	November 4, 2019	University Relations (2M/2E)	Calgary	141	4		145				145
VP Fin & Adm	November 8, 2019	Internal Relations (5M)	Calgary	127			127				127
VP Fin & Adm	December 17, 2019	Internal Relations (4M)	Calgary	95			95				95
				481	8	0	489	-			489