



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	Received Expenses				Non-Received		Grand Total
				Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	
President	July 23-26	Portland, OR	Pacific North West Economic Region Summit (PNWER)	606	270	885	1,760	147	147	1,907
President	July 29	Ontario	Wifi for Business e-mails (flight enroute to Ontario)	14			14			14
President	August 16	Calgary, AB	Wifi (Business e-mails) & Car Service Return Flight from Ontario: enroute to MRU Function	23	75		98			98
President	September 15-16	Banff, AB	Prairie Political Science Assoc. Plenary Conference-Presenter			136	136		108	244
President	September 29	Edmonton, AB	Council of Post-Secondary Presidents of AB (COPPOA)	364	237		600	20	20	620

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	Received Expenses				Non-Received Expenses		Grand Total	
				Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *		Sub-Total
President	July 10	External Relations (2M + 100's E)	Calgary, AB		20		20			20	
President	July 17	LRT Tickets (University Relations) (2M)	Calgary, AB		65		65			65	
President	July 20	Business Lunch-Employee Relations (3M)	Calgary, AB	64			64			64	
President	August 18	Business Lunch-University Relations (2M)	Calgary, AB	51			51			51	
President	August 22	Business Lunch-Employee Relations (2M)	Calgary, AB	50			50			50	
President	August 30	Exec. Indigenous Retreat-Employee Relations (8M)	Calgary, AB						62	62	
President	September 7	Government Relations (2M + 1E)	Calgary, AB		16		16			16	
President	September 8	Government Relations (3M + 100's E)	Calgary, AB		13		13			13	
President	September 12	National Bank Economic Outlook Presentation (1M + 100's E)	Calgary, AB		23		23			23	
President	September 14	Campus AB Presidents Quarterly Meeting (1M + 7E)	Calgary, AB		10		10			10	
President	September 18	Business Lunch: Board Relations (1M + 1E)	Calgary, AB	33			33			33	
President	September 20	Business Dinner: Donor Relations (3M + 6E)	Calgary, AB		6		6			6	
President	September 22-23	Board Planning Retreat (7M + 14E)	Banff, AB	55			55		54	109	
President	September 25	Calgary Chamber of Commerce Event (3M + 100's E)	Calgary, AB		13	280	293			293	
				252	166	280	698	-	116	116	814