

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

**July 1 - September 30, 2021**

Elizabeth Evans  
 Interim Provost and Vice-President, Academic



**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 expense:

Position:	Dates:	Purpose	Location	Receipted Expenses				Non-Receipted			Grand Total
				Airfare	Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	
				-	-	-	-	-	-	-	-

**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	
Provost	July 15, 2021	University Relations (2M)	Calgary, AB	57.96			57.96			-	57.96
Provost	August 9, 2021	University Relations (2M)	Calgary, AB	61.95			61.95			-	61.95
Provost	August 13, 2021	University Relations (2M)	Calgary, AB	58.57			58.57			-	58.57
Provost	August 20, 2021	University Relations (3M)	Calgary, AB	92.98			92.98			-	92.98
				<u>271.46</u>	-	-	<u>271.46</u>	-	-	-	<u>271.46</u>