

Mount Royal University
Quarterly Expense Reporting

October 1 - December 31, 2020

Name: Paul Rossmann
Title: Vice-President, University Advancement



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	Receipted Expenses				Non-Receipted		Grand Total	
				Airfare	Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals		Other Transportation *
VP UA	Oct 5 - 7, 2020	Edmonton	Government relations meetings		281	442	-	723	128	128	851
VP UA	October 20, 2020	Virtual session	Professional development				28	28			28
VP UA	October 20, 2020	Virtual session	Professional development				21	21			21

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 *	
VP UA	Oct 21	Donor cultivation (1M, 1E)	Calgary, AB	38			38			38
VP UA	Nov 3	Donor cultivation (1M, 1E)	Calgary, AB	8			8			8
VP UA	Nov 9	Donor cultivation (2M, 1E)	Calgary, AB	72			72			72
				118	-	-	118	-	-	118