

Mount Royal University
Quarterly Expense Reporting

January 1 - March 31, 2022

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	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals		Other Transportation *
VP UA	February 10 - 11	Edmonton	Government relations meetings			208		208	68	321	597
						208		208	68	321	597

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	Jan 28, 2022	Donor cultivation - parking	Calgary			9	9			9
VP UA	Jan 31, 2022	Employee relations (2M)	Calgary	31			31			31
VP UA	February 4, 2022	Donor cultivation - parking	Calgary			9	9			9
VP UA	February 17, 2022	Donor cultivation (2M, 1E)	Calgary	312			312			312
VP UA	February 22, 2022	Employee relations (2M)	Calgary	10			10			10
VP UA	February 28, 2022	Donor cultivation (1M, 1E)	Calgary	20			20			20
VP UA	February 28, 2022	Donor cultivation event (1M, 1E)	Calgary	200			200			200
VP UA	March 3, 2022	Donor cultivation (1M, 1E)	Calgary	85			85			85
VP UA	March 15, 2022	Donor cultivation event (2M, 2E)	Calgary	231			231			231
VP UA			Calgary				-			-
				888	18	-	906	-	-	906