

Mount Royal University
Quarterly Expense Reporting

Name: Chad London
Title: Provost and Vice-President, Academic



April 1 - June 30, 2023

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	Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *		Sub-total
Provost & VP	April 24, 2023	Kananaskis, AB	Present at MRFA Retreat	-		-		-		102	102	102
Provost & VP	May 17-18, 2023	Banff, AB	ELT Retreat		21			21		130	130	151
Provost & VP	May 25-26, 2023	Vancouver, BC	FBS Conflict Management Workshop	596	187	257	250	1,289	35			1,325
Provost & VP				-	-	-	-	-	-			-
				596	208	257	250	1,310	35	232	268	1,578.24

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	Received Expenses				Non-Received Expenses			Grand Total
				Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *	Sub-Total	
Provost & VP	April 3, 2023	Internal Meeting (2M)	Calgary, AB	14			14				14
Provost & VP	April 5, 2023	Internal Meeting (2M)	Calgary, AB	17			17				17
Provost & VP	April 6, 2023	Internal Meeting (2M)	Calgary, AB	14			14				14
Provost & VP	April 17, 2023	External Meeting (1M, 6E)	Calgary, AB			10	10		11		21
Provost & VP	April 17, 2023	Internal Event (15 M)	Calgary, AB				-		6		6
Provost & VP	April 25, 2023	Internal Meeting (2M)	Calgary, AB	10			10				10
Provost & VP	May 2, 2023	Internal Meeting (5M)	Calgary, AB	145			145				145
Provost & VP	May 9, 2023	External Meeting (4M, 1E)	Calgary, AB				-		9		9
Provost & VP	May 10, 2023	External Meeting (1M, 1E)	Calgary, AB				-		4		4
Provost & VP	May 11, 2023	External Event (1M)	Calgary, AB			3	3		10		13
Provost & VP	May 12, 2023	External Meeting (1M, 1E)	Calgary, AB	55			55				55
Provost & VP	June 6, 2023	External Meeting (2M, 2E)	Calgary, AB				-		9		9
Provost & VP	June 27, 2023	Internal Meeting (2M)	Calgary, AB			25	25		9		34
Provost & VP	June 27, 2023	Internal Meeting (12M)	Calgary, AB	408			408				408
							-				-
				664	38	-	702	-	58	-	760