

Mount Royal University
Quarterly Expense Reporting

October 1 - December 31, 2019

Lesley Brown
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.

- * "Transportation" (excluding airfare) 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		Transportation *	Sub-total
Provost	A Nov 4 - 8	Toronto, ON	NATVAC Meeting and the 2019 FBS Annual Conference	1,223	46	1,481	2,298	5,048	200	200	5,248	
Provost	B Nov 14 - 15	Nanaimo, BC	Installation of Vancouver Island University's President	891	183	263		1,337	20	20	1,357	
Provost	C Nov 16 -18	Winnipeg, MB	Canadian Bureau for International Education (CBIE)	0	16		915	931		25	25	956
Provost	D Nov 30 - Dec 2	Toronto, ON	2019 Higher Education Summit: Transformations	686	125	720	2,377	3,908	128		128	4,036
Provost	E Dec 12	Lethbridge, AB	University of Lethbridge - SynBridge Maker Space Tour		4			4		188	188	192

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	Transportation *	
Provost	1 Oct 2, 2019	University Relations Meeting (M2)	Calgary, AB	70			70		70
Provost	2 Oct 4, 2019	Student Relations Meeting (M1, E1)	Calgary, AB	9			9		9
Provost	3 Oct 9, 2019	External University Relations Meeting (M1,E1)	Calgary, AB	26			26		26
Provost	4 Oct 9, 2019	External University Relations Meeting (M1,E1)	Calgary, AB	9			9		9
Provost	5 Oct 23, 2019	External Relations Panel Discussion and Awards Dinner (M3)	Calgary, AB			630	630		630
Provost	6 Oct 24, 2019	Faculty Relations Meeting (M2)	Calgary, AB	4			4		4
Provost	7 Oct 24, 2019	Student Relations Meeting (M1, E1)	Calgary, AB	43			43		43
Provost	8 Oct 31, 2019	Board Relations Meeting (M1, E1)	Calgary, AB	34			34		34
Provost	9 Nov 13, 2019	University Relations Meeting (M2)	Calgary, AB	9			9		9
Provost	10 Nov 13, 2019	Ground Transportation to External Relations Panel & Awards Dinner	Calgary, AB			14	14		14
Provost	11 Nov 14, 2019	External Relations Meeting (M1, E1)	Nanaimo, BC	86			86		86
Provost	12 Nov 28, 2019	Ground Transportation to External Meeting	Calgary, AB			17	17		17
Provost	13 Nov 28, 2019	Ground Transportation to External Relations Meeting	Calgary, AB			21	21		21
Provost	14 Nov 29, 2019	Student Relations Meeting (M1, E1)	Calgary, AB	42			42		42
Provost	15 Dec 12, 2019	Internal Relations Meeting (M2)	Lethbridge, AB	56			56		56
Provost	16 Dec 19, 2019	External Relations Meeting (M2, E1)	Calgary, AB	80			80		80
				467	52	630	1,149	-	1,149