

Mount Royal University
Quarterly Expense Reporting

Name: Tim Rahilly
Title: President and Vice-Chancellor



January 1, 2024 to March 31, 2024

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	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *		Sub-total
President	Jan 7-9	Banff, AB	University Canada Professional Program	0	0	449	0	449	0	153	153	602
President	Feb 5-7	Ottawa	Universities Canada Accelerate Conference		187	735		922	69	26	94	1,016
President	Mar 1-8	Australia	APAIE 2024	12,222	183	1,347	107	13,858	519		519	14,377
President	March 14, 2024	Banff, AB	APSN Retreat		151	276		427		141	141	568
				12,222	521	2,807	107	15,656	587	319	907	16,563

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	
				Airfare	Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *		Sub-Total
President	Jan 2	Internal Meeting (2M)	Calgary, AB		54			54		2	2	56
President	Jan 4	External Meeting (1M, 1E)	Calgary, AB		54	2		56		9	9	65
President	Jan 5	External Meeting (1M, 1E)	Calgary, AB		88			88		2	2	90
President	Jan 11	External Meeting (1M, 5E)	Calgary, AB		186			186		7	7	193
President	Feb 1	External Meeting (1M)	Calgary, AB					0		16	16	16
President	Feb 8	External Meeting (1M, 2E)	Calgary, AB			61		61			0	61
President	Feb 15	External Meeting (1M, 1E)	Calgary, AB		124			124			0	124
President	Feb 22	External Meeting (1M, 1E)	Calgary, AB		4			4			0	4
President	Mar 14	External Meeting (2M, 2E)	Calgary, AB		103			103			0	103
President	Mar 19	External Meeting (1M, 1E)	Calgary, AB		34			34			0	34
President	Mar 20	External Meeting (1M, 1E)	Calgary, AB		30			30			0	30
					677	63	0	740	0	36	36	777