

**Mount Royal University**  
**Quarterly Expense Reporting**

**October 1 - December 31, 2018**

**David Docherty**  
 President



**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

				Receipted Expenses				Non-Receipted			Grand Total	
				Other		Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *		Sub-total
				Airfare	Transportation *							
President	October 21-24, 2018	Ottawa	Universities Canada Membership meeting	719	241	982		1,941	128		128	2,069
President	November 9-18, 2018	Hong Kong/Tokyo	Partnership meetings	3,317	301	2,682	605	6,905	316		316	7,221
President	November 23, 2018	Calgary	COPPOA meeting		29			29				29
President	December 2-3, 2018	Banff	Universities Canada workshop			170		170	16	111	127	297
President	December 11, 2018	Edmonton	Government meeting	612	312			925	24		24	949

**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 *	Sub-Total	
President	October 1, 2018	External Relations Luncheon (2M/100E)	Calgary, AB	208	20		228				228
President	October 16, 2018	University Relations Dinner (3M/5E)	Calgary, AB	306			306				306
President	November 7, 2018	Global Affairs Dinner (1M/100E)	Calgary, AB		6		6				6
President	November 21, 2018	University Relations (1M/200E)	Calgary, AB		15		15				15
President	November 26, 2018	External Relations- hosting donors (1M/5E)	Calgary, AB			680	680				680
President	November 27, 2018	External Relations event (2M/150E)	Calgary, AB		24	95	118				118
				514	64		1,352	-			1,352