



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	October 2	Lethbridge	Business Meeting -Provost, Lethbridge University					-		189	189	189
Provost	October 11-14	Edmonton	SAO Government Meeting		85	179	75	339	96		96	435
Provost	October 23	Edmonton	Advanced Education Meeting -Government	466	137			604		26	26	630
Provost	October 30-Nov 2	Ottawa	NATVAC Conference	744	86	1,009	730	2,570	132		132	2,702
Provost	November 3	Lethbridge	Alumni Event -Lethbridge College				250	250			-	250
Provost	November 6-7	Edmonton	Credential Meeting		29	223		253		26	26	279
Provost	November 20	Banff	Strategic Collective Bargaining Workshop				2,500	2,500	24	116	140	2,640
Provost	November 27	Calgary	Professional Development: Executive Media Training				368	368			-	368

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	October 20	Meeting- Dean of BCS (2M)	Calgary	85			85		85
Provost	November 5	External Relations (1M)(1E)	Calgary	53			53		53
Provost	November 15	MRU Scholarship Event (2M)	Calgary			50	50	17	67
Provost	November 29	Business Meeting (2M/1E)	Calgary	54			54		54
Provost	December 7	Meeting -Academic Plan (2M)	Calgary	46			46		46
Provost	December 11	Business Meeting (2M)	Calgary	44			44		44
Provost	December 20	External Relations (1M/1E)	Calgary	110			110		110
				254		50		17	459