

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

**April 1 to June 30, 2018**

**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 *
Provost	April 4-8	Boston, USA	Ashoka Conference	1,047	155	1,223	26	2,452	383		2,835
Provost	April 20-21	Toronto, ON	Deloitte Meeting	720	72			793	120	25	937
Provost	April 27	Lethbridge	Lethbridge College Convocation						44	193	237
Provost	June 2	Olds	Olds College - Presendential Installation							96	96
Provost	June 18	Lethbridge	University of Lethbridge Meeting							188	188
										4,292	

**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	April 3	Meeting Academic Affairs (2M)	Calgary	55			55		55
Provost	April 9	Meeting Interview(1M) (1E)	Calgary	37			37		37
Provost	April 11	Meeting Interview (2M)	Calgary	45			45		45
Provost	April 19	Meeting (2M) (1E)	Calgary	48			48		48
Provost	April 30	Meeting Academic Affairs (2M)	Calgary	35			35		35
Provost	April 30	Meeting Academic Affairs (3M)	Calgary	77			77		77
Provost	May 3	MRU Lib Ed Conference (100M)	Calgary			13	13		13
Provost	May 5	Aviation Awards (70M)	Calgary			30	30		30
Provost	May 11	Meeting Academic Affairs (3M)	Calgary	74			74		74
Provost	May 14	Meeting Bow Valley (1M) (1E)	Calgary	74			74		74
Provost	May 17	Meeting (2M)	Calgary	39			39		39
Provost	May 30	Meeting (1M) (1E)	Calgary	36			36		36
Provost	June 5	Meeting (1E) (1M)	Calgary	45			45		45
Provost	June 14	Meeting (1E) (2M)	Calgary	53			53		53
Provost	June 21	Meeting UNBC (2M) (1E)	Calgary	48			48		48
Provost	June 21	Meeting (1E) (1M)	Calgary	55			55		55
				721	42	-	763	-	763