

Mount Royal University
Quarterly Expense Reporting

October 1 - December 31, 2021

Name: Paul Rossmann
Title: Vice-President, University Advancement



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	Receipted Expenses				Non-Receipted		Grand Total			
				Airfare	Other	Transportation *	Accommodation	Other ***	Sub-total		Meals ** & Incidentals	Other Transportation *	Sub-total
VP UA	Oct 13 - 15, 2021	Edmonton	Government relations meetings		281		731		1,012	119		1,012	1,132

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
VP UA	October 21, 2021	Donor cultivation (1M, 1E)	Calgary	7			7			7	
VP UA	October 22, 2021	Employee relations (7M)	Calgary	27			27			27	
VP UA	October 25, 2021	Employee relations (2M)	Calgary	14			14			14	
VP UA	October 25, 2021	Donor cultivation (2M, 3E)	Calgary	319			319			319	
VP UA	November 2, 2021	Donor cultivation (1M, 1E)	Calgary	7			7			7	
VP UA	November 2, 2021	Donor cultivation - parking	Calgary			6	6			6	
VP UA	November 17, 2021	Donor cultivation - parking	Calgary			21	21			21	
VP UA	November 19, 2021	Donor cultivation (3M, 1E)	Calgary	399			399			399	
VP UA	November 19, 2021	Donor cultivation - parking	Calgary			15	15			15	
VP UA	December 1, 2021	Donor cultivation (1M, 1E)	Calgary	7			7			7	
VP UA	December 1, 2021	Government relations - parking	Calgary			20	20			20	
VP UA	December 7, 2021	Employee relations (7M)	Calgary	185			185			185	
VP UA	December 8, 2021	Donor cultivation (1M, 1E)	Calgary	63			63			63	
VP UA	December 8, 2021	Donor cultivation - parking	Calgary			11	11			11	
VP UA	December 8, 2021	Donor cultivation (2M, 2E)	Calgary	399			399			399	
VP UA	December 9, 2021	Donor cultivation - parking	Calgary			6	6			6	
VP UA	December 10, 2021	Employee relations (2M)	Calgary	43			43			43	
				1,469	79	-	1,548	-	-	-	1,548