



**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 *
VP UA	Jan 25-27	Toronto, ON	National Council for Fundraising Executives Meeting	919	248	462		1,629	104	104	1,733

**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 *	
VP UA	Jan 9	External Meeting - Donor (1M, 1E)	Calgary, AB	55			55		55
VP UA	Jan 9	External Meeting - Donor (Parking) (1M, 1E)	Calgary, AB				-	5	5
VP UA	Jan 11	Campus Alberta Meeting Parking	Calgary, AB			8	8		8
VP UA	Jan 18	External Meeting - Donor (Parking)	Calgary, AB			29	29		29
VP UA	Jan 20	External Meeting - Donor (1M, 1E)	Calgary, AB	36			36		36
VP UA	Jan 20	External Meeting - Donor (2M, 1E)	Calgary, AB	26			26		26
VP UA	Jan 23	Chamber of Commerce - Fast Growth Champions	Calgary, AB			26	26		26
VP UA	Jan 28	External Meeting - Donor (3M, 3E)	Calgary, AB	46			46		46
VP UA	Jan 28	External Meeting - Donor (3M, 3E)	Calgary, AB	22			22		22
VP UA	Jan 30	External Meeting - Donor (1M, 1E)	Calgary, AB	61			61		61
VP UA	Feb 3	Internal Meeting (3M)	Calgary, AB	92			92		92
VP UA	Feb 6	Internal Meeting (2M)	Calgary, AB	78			78		78
VP UA	Feb 7	External Meeting - Donor (Parking)	Calgary, AB				-	5	5
VP UA	Feb 8	Internal Meeting (3M)	Calgary, AB	57			57		57
VP UA	Feb 11	External Meeting - Donor Hosting (5M, 5E)	Calgary, AB	33			33		33
VP UA	Feb 11	External Meeting - Donor Hosting (5M, 5E) Parking	Calgary, AB			6	6		6
VP UA	Feb 13	Internal Meeting (2M)	Calgary, AB	62			62		62
VP UA	Feb 16	External Meeting - Donor (1M, 1E)	Calgary, AB	6			6		6
VP UA	Feb 21	External Meeting (1M, 1E)	Calgary, AB	11			11		11
VP UA	Feb 24	External Meeting - Donor (2M, 1E)	Calgary, AB	81			81		81
VP UA	Feb 28	Internal Meeting (3M)	Calgary, AB	70			70		70
VP UA	Mar 8	Internal Meeting (3M)	Calgary, AB	74			74		74
VP UA	Mar 9	External Meeting - Donor (1M, 1E)	Calgary, AB	67			67		67
VP UA	Mar 13	External Meeting (2M, 1E)	Calgary, AB	275			275		275
VP UA	Mar 13	External Meeting (2M, 1E) Parking	Calgary, AB				-	4	4
VP UA	Mar 18	External Meeting - Donor (1M, 1E)	Calgary, AB	9			9		9
VP UA	Mar 20	Chamber of Commerce - Joe Cici	Calgary, AB			332	332		332
VP UA	Mar 20	Chamber of Commerce - Joe Cici Parking	Calgary, AB			13	13		13
VP UA	Mar 23	External Meeting - Donor (1M, 1E)	Calgary, AB	71			71		71
VP UA	Mar 27	External Meeting - Donor (1M, 1E)	Calgary, AB	12			12		12
				1,244	56	358	1,658	15	1,673