Mount Royal University
Quarterly Expense Reporting

Name: Chris Lee Title: Board Chair



October 1, 2023 to December 31, 2023

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 trave
- "Other" includes conference and professional development registration fees and other miscellaneous travel expenses

				_	Receipted Expenses					Non-Receipted			
				_	Other					Meals **	Other		Grand
Position:	Dates:	Destination	Purpose		Airfare	Transportation *	Accommodation	Other ***	Sub-total	& Incidentals	Transportation * Sub-	-total	Total
Board Chair	30 Nov	Edmonton, AB	Presidents and Board Chairs Reception		454	110	-	-	563		0	-	563
					454	110	-	-	563	-	-	-	563

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).

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							Expenses			Expenses			
									Meals &	Other	Grand		
Position:	Dates:	Purpose	Location	Airfare	Meals	Transportation *	Other	Sub-total	Incidentals	Transportation * Sub-Total	Total		
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