



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
Provost	A April 8, 9, 10, 2022	Calgary	Alberta Aviation Council 2022 Spring Conference	-	-	-	341	341	-	-	-	341
Provost	B April 15, 2022	Virtual	Calgary Economic Development Report to the Community	-	-	-	26	26	-	-	-	26
Provost	C April 27, 2022	Calgary	Calgary Influential Women in Business Gala	-	5	-	-	5	-	-	-	5
Provost	D May 13, 2022	Calgary	Calgary Camber: Reimagining Commerce and Community	-	21	-	-	21	-	-	-	21
Provost	E May 16, 2022	Calgary	Business Council of Canada - Spring Members' Dinner	-	5	-	-	5	-	-	-	5
Provost	F May 26, 2022	Calgary	Top 7 Calgarians over 70	-	6	-	-	6	-	-	-	6
Provost	G June 16, 2022	Calgary	Avenue Innovation Event	-	22	-	-	22	-	-	-	22

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 *	
Provost	1 April 1, 2022	Employee Relations (6M)	Calgary, AB	143	-	-	143	-	-	143
Provost	2 April 4, 2022	University Recruitment Activities (5M,1E)	Calgary, AB	-	5	-	5	-	-	5
Provost	3 April 21, 2022	Employee Relations (13M)	Calgary, AB	46	-	-	46	-	-	46
Provost	4 May 5, 2022	University Recruitment Activities (2M)	Calgary, AB	42	-	-	42	-	-	42
Provost	5 May 16, 2022	External Relations (1M,1E)	Calgary, AB	72	-	-	72	-	-	72
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				304	5	-	309	-	-	309