



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 October 1 - 2, 2022	Edmonton, AB	Elevate Aviation Inspire Gala	-	356	375	86	817	49	-	49	866
Provost	B October 6, 2022	Calgary, AB	LaFontaine-Baldwin Lecture 2022: Her Excellency, the Rt Hon Mary Simon	-	-	-	216	216	-	-	-	216
Provost	C October 19, 2022	Calgary, AB	Fireside Chat with Mayor Joyoti Gondek	-	-	-	550	550	-	-	-	550
Provost	D November 1 - 2, 2022	Ottawa, ON	FBS Provosts Summit and Annual Conference	805	114	368	1,465	2,752	56	-	56	2,808
Provost	E November 3, 2022	Canmore, AB	ELT Retreat	-	-	-	-	-	-	106	106	106
Provost	F November 9, 2022	Calgary, AB	Advancing Indigenous Women Entrepreneurs in Alberta	-	-	-	30	30	-	-	-	30
Provost	G November 20 - 22, 2022	Toronto, ON	Academic Freedom and Institutional Autonomy	825	263	430	-	1,518	84	-	84	1,602
Provost	H December 1, 2022	Calgary, AB	The Art of Leadership	-	22	-	471	493	-	-	-	493
				1,630	756	1,173	2,818	6,376	190	106	296	6,672

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	
Provost	1 Oct 11, 2022	External Business Meeting (3M, 1E)	Calgary, AB	146	-	-	146	-	-	-	146
Provost	2 October 19, 2022	CED Event	Calgary, AB	-	22	-	22	-	-	-	22
Provost	3 November 1, 2022	External Business Meeting (3M, 1E)	Ottawa, ON	136	-	-	136	-	-	-	136
Provost	4 Nov 9, 2022	External Business Meeting (1M,1E)	Calgary, AB	6	-	-	6	-	-	-	6
Provost	5 Nov 14, 2022	Parking for Participation as BSAC Panelist	Calgary, AB	-	9	-	9	-	-	-	9
Provost	6 Nov 16, 2022	Hiring Costs (1M,1E)	Calgary, AB	142	-	-	142	-	-	-	142
Provost	7 Nov 20, 2022	External Business Meeting (1M, 1E)	Toronto, AB	81	-	-	81	-	-	-	81
Provost	8 December 1, 2022	Conference Lunch (8M)	Calgary, AB	176	-	-	176	-	-	-	176
Provost	9 Dec 22, 2022	Internal Business Meeting (10M)	Calgary, AB	312	-	-	312	-	-	-	312
				-	-	-	-	-	-	-	-
				-	-	-	-	-	-	-	-
				-	-	-	-	-	-	-	-
				-	-	-	-	-	-	-	-
				1,000	31	-	895	-	-	-	719