

Mount Royal University
Quarterly Expense Reporting

July 1, 2023 to September 30, 2023

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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	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals		Other Transportation *	Sub-total
VP Admin	1 Sep 12-13	Halifax, NS	CPA - 2023 The One National Conference	577	697	665		1,939	160		160	2,099
				577	697	665	-	1,939	160	-	160	2,099

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 Transportation * and/or Other***	Grand Total
				Meals	Transportation *	Other***	Sub-total		
VP Admin	1 Jul 19	Meeting with Moussa - EDI (1M)	Calgary, AB	40			40		40
VP Admin	2 Jul 20	VPAG Team Lunch (1E, 7M)	Calgary, AB	222			222		222
VP Admin	3 Jul 21	Thank you to Peter Davison for Interim AVP FM role (7M)	Calgary, AB	235			235		235
VP Admin	4 Jul 24	VPAG Team Lunch (1E, 4M)	Calgary, AB	26			26		26
VP Admin	5 Aug 7	Welcome to Mo Sadek lunch (1M)	Calgary, AB	60			60		60
VP Admin	6 Aug 28	Touch base wth new AVP FM (1E)	Calgary, AB	43			43		43
VP Admin	7 Sep 4	VPAG Team Lunch (11M)	Calgary, AB	342			342		342
VP Admin	8 Sep 19	AVP FM - 1st day onboarding (1M)	Calgary, AB	7			7		7
VP Admin	9 Sep 21	Audit chat - pre-planning discussion (4E, 2M)	Calgary, AB	30			30		30
VP Admin	10 Sep 28	VPAG Team Lunch (10M)	Calgary, AB	316			316		316
				1,322	-	-	1,322	-	1,322