

Mount Royal University
Quarterly Expense Reporting

January 1, 2023 to March 31, 2023

Name: Tim Rahilly
Title: President and Vice-Chancellor



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	Received Expenses					Non-Received			Grand Total
				Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total	
President	January 8 to January 10, 2023	Banff, AB	Universities Canada Program for Presidents	-		378	145	523		171	171	694
President	January 22 to January 23, 2023	Edmonton, AB	Stakeholder Roundtable Meetings	609	252	312	-	1,173	58	20	78	1,251
President	February 6 to February 8, 2023	Ottawa, ON	Universities Canada Accelerate	3,419	164	599	-	4,182	139	20	159	4,341
President	February 12 to February 13, 2023	Victoria, BC	Donor Trip	751	134	292	-	1,177	67	21	87	1,264
President	March 12 to March 17, 2023	Bangkok, Thailand	APAIE 2023 Conference	12,990	237	1,640	1,198	16,065	712		712	16,777
				17,769	787	3,222	1,343	23,120	976	231	1,208	24,328

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	Meals & Incidentals	Other Transportation *	Sub-Total	
President	January 4, 2023	Internal Meeting (2M)	Calgary, AB	50			50		2	2	52
President	January 12, 2023	External Meeting (1M, 7E)	Calgary, AB		30		30				30
President	January 17, 2023	External Meeting (1E)	Calgary, AB	5			5				5
President	January 23, 2023	External Meeting (1M, 1E)	Edmonton, AB	42			42				42
President	January 30, 2023	Internal Event (19M, 6E)	Calgary, AB				-	5		5	5
President	February 2, 2023	External Meeting (1M, 1E)	Calgary, AB				-	13	13		13
President	February 14, 2023	External Meeting (2M, 1E)	Calgary, AB	113			113				113
President	February 16, 2023	External Meeting (1M, 1E)	Calgary, AB	71			71				71
President	February 17, 2023	Internal Meeting (2M)	Calgary, AB	74			74		2	2	76
President	February 17, 2023	Government Relations - Emperor of Japan Event (1M)	Calgary, AB			6	6	9		9	14
President	February 28, 2023	Blue Storm Book Launch (1M)	Calgary, AB				-	3	3		3
President	February 28, 2023	Internal Meeting (3M)	Calgary, AB	11			11				11
President	March 9, 2023	External Meeting (3M, 4E)	Calgary, AB	226			226	4		4	230
President	March 9, 2023	External Event (1M)	Calgary, AB				-	11	11		11
President	March 15, 2023	Internal Meeting (3M, 1E)	Bangkok, Thailand	55			55				55
President	March 30, 2023	Internal Meeting (2M)	Calgary, AB	58			58				58
President	March 31, 2023	External Meeting (2M, 1E)	Calgary, AB	98			98		1	1	99
President	March 31, 2023	Internal Meeting (6M)	Calgary, AB				-	6	6		6
				803	35	-	838	-	56	56	894