



**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
				Other		Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total		
				Airfare	Transportation *					Accommodation	
President	October 1-4	Ottawa	Universities Canada Education Committee	988	228	977		2,193	152	152	2,345
President	October 13-22	China	Universities Canada Delegation & Shanghai Partner Visit - Trip Cancelled					420		-	420
President	October 23-26	Ottawa	Universities Canada Membership Meetings	986	161			1,147	128	128	1,275
President	November 7-9	Winnipeg	Building Reconciliation Forum - Univ. Manitoba	728	287	423	100	1,538	92	92	1,630
President	November 18-22	Halifax	CBIE Conference	1,364	239	624	918	3,145	220	220	3,365
President	November 25-December 1	Paris, France	Institutional Partnership Meetings	6,770	787	1,637		9,195	538	538	9,733
President	December 2-7	Toronto+Ottawa	Universities Canada Conference/Carleton University (to be partially reimbursed by Carleton)	810	218	857		1,886	208	208	2,094

**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	October 12	University Relations Lunch Meeting ( 3M/3E)	Calgary, AB	142			142			-	142
President	October 19	Business Meeting (2M)	Calgary, AB	65	10		75			-	75
President	October 21	Hosted Dinner University Relations (4M/2E)	Calgary, AB	148			148			-	148
President	October 27	Government Relations Meeting (2M/1E)	Calgary, AB	60			60			-	60
President	November 10	SAMRU Executive Dinner (8M)	Calgary, AB	591			591			-	591
President	November 15	Lunch Meeting SAMRU (6M)	Calgary, AB	51			51			-	51
President	December 8	Hosting External Relations Event (2M/2E)	Calgary, AB			800	800			-	800
President	December 12	MRU Captains Dinner (16M)	Calgary, AB	561			561			-	561
President	December 14	Employee Relations -Lunch Meeting (8M)	Calgary, AB	470	6		476			-	476
											<b>2,904</b>