



**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	Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals		Transportation *
VP SACL	Oct 11 to 14	Phoenix, AZ	Travel expenses related to a conference that was ultimately cancelled; airfare was non-refundable	482				482		-	482
VP SACL	Oct 17 to 19	Santa Monica, CA	Travel expenses related to external meeting with EAB: Student Affairs Forum	457	159	877		1,494	190	190	1,683
VP SACL	Nov 7 to 10	London, ON	Travel expenses related to external meetings and professional summit with Canadian Association of College and University Student Services (CACUSS) Senior Student Affairs Officers	562	130	593	903	2,188	144	144	2,332

**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	Transportation *	
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