



**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
VP SACL	Oct 14 - 17	Los Angeles, CA	Student Affairs Forum Meeting	492	369	1472	0	2333	187	0	187	2520
VP SACL	Nov 14 - 18	Victoria, BC	Building Reconciliation Forum	566	210	545		1,320	172		172	1,492

**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	Other Transportation *	Sub-total	Other Transportation *	
VP SACL	Sept 26	Lunch with Board of Governors' Member (1M, 1E)	Calgary	72		72		72
VP SACL	Sept 26	Parking for lunch with Board of Governors Member	Calgary		4	4		4