



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	
				Other				Meals ** & Incidentals	Other			
				Airfare	Transportation *	Accommodation	Other ***		Sub-total	Transportation *		Sub-total
Provost	A July 24 - 28, 2022	Calgary	2022 PNWER 31st Annual Summit	-	22	-	860	882	-	-	-	882
Provost	B September 9 - 13, 2022	Toronto	Meetings in Toronto, Ontario	1,464	730	2,387	-	4,581	110	-	110	4,691

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	Transportation *	Other	Sub-total	Meals & Incidentals	Transportation *	Sub-Total	
Provost	1 July 19, 2022	External Business Meeting (3M, 1E)	Calgary, AB	127			127			-	127
Provost	2 July 28, 2022	External Business Meeting (1M,1E)	Calgary, AB	61			61			-	61
Provost	3 August 23, 2022	Internal Business Meeting (7M)	Calgary, AB	255			255			-	255
Provost	4 August 23, 2022	Internal Business Meeting (7M)	Calgary, AB	48			48			-	48
Provost	5 September 22, 2022	External Business Meeting (1M, 1E)	Calgary, AB	80			80			-	80
Provost	6 September 26, 2022	External Business Meeting (1M)	Calgary, AB			3				-	
Provost	7 September 27, 2022	External Business Meeting (7M,1E)	Calgary, AB	450						-	
							-			-	-
				1,021	3	-	571			-	571