

Mount Royal University
Quarterly Expense Reporting
 July 1 - September 30, 2022

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 Title: Vice-President, Finance and Administration



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 expense:

Position:	Dates:	Destination	Purpose	Receipted Expenses					Non-Receipted			Grand Total	
				Other		Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other			
				Airfare	Transportation *					Transportation *	Sub-total		

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		Meals & Incidentals	Other		
						Sub-total			Transportation *	Sub-Total	
VP FA	August 22, 2022	Employee relations (1M)	Calgary	6		6					
VP FA	September 2, 2022	Employee relations (6M)	Calgary	164		164					164
VP FA	September 6, 2022	Employee Relations (2M)	Calgary	6		6					6
VP FA	September 8, 2022	Employee Relations (2M)	Calgary	6		6					6
VP FA	September 15, 2022	Employee Relations (2M)	Calgary	7		7					7
VP FA	September 21, 2022	Employee Relations (2M)	Calgary	6		6					6
VP FA	September 29, 2022	Employee relations (6M)	Calgary	141		141					141
											-
											-
											-
											-
											-
					337		337	-	-		337