

**Mount Royal University**  
**Quarterly Expense Reporting**

**January 1 - March 31, 2023**

**Name: Mustansar Nadeem**  
**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 expenses

Position:	Dates:	Destination	Purpose	Received Expenses				Non-Received			Grand Total	
				Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *		Sub-total
VP FA	January 18, 2023	Springbank	Employee Relations (4M)		27			27				
VP FA	January 18, 2023	Calgary	External Relations (1E)		9			9				
VP FA	February 2, 2023	Edmonton	External Relations (1M)					-	46		46	46
VP FA	February 2, 2023	Edmonton	External Relations (1M)					-		156		
VP FA	February 3, 2023	Edmonton	External Relations (1M)					-		157		
VP FA	February 3, 2023	Edmonton	External Relations (1M)			192.41		192				
VP FA	March 2, 2023	Enoch	External Relations (1M)			282.27		282		321		
					36	475	-	511	46	634	681	1,192

**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	
VP FA	January 10, 2023	Employee relations (1M)	Calgary	8			8				8
VP FA	January 11, 2023	Employee relations (3M)	Calgary	13			13				13
VP FA	January 12, 2023	External relations (1M)	Calgary	7			7				7
VP FA	January 17, 2023	External relations (1M)	Calgary	25			25				25
VP FA	January 30, 2023	Employee relations (5M)	Calgary	156			156				156
VP FA	February 23, 2023	Employee relations (7M)	Calgary	136			136				136
VP FA	February 24, 2023	External relations (1M)	Calgary	10			10				10
VP FA	March 7, 2023	Employee relations (1M)	Calgary	62			62				62
VP FA	March 13, 2023	Employee relations (1M)	Calgary	3			3				3
VP FA	March 15, 2023	Employee relations (1M)	Calgary	3			3				3
VP FA	March 20, 2023	External relations (1M)	Calgary		16		16				16
VP FA	March 21, 2023	Employee relations (1M)	Calgary	6			6				6
VP FA	March 21, 2023	External relations (1M)	Calgary	27			27				27
VP FA	March 28, 2023	Internal relations (1M)	Calgary	7			7				7
VP FA	March 28, 2023	External relations (1M)	Calgary	9			9				9
VP FA	March 29th, 2023	External relations (1M & 2E)	Calgary	123			123				123
VP FA	March 30, 2023	Internal relations (12M)	Calgary	20			20				20
VP FA	March 30, 2023	Internal relations (8M)	Calgary	229			229				229
VP FA	March 31, 2023	Internal relations (1M)	Calgary	6			6				6
				852	16	-	868	-	-	-	868