

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

**Jan 1 - Mar 31, 2019**

**Annalise Van Ham**  
Vice President, Finance & 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

	Receipted Expenses					Non-Receipted			Grand Total			
	Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total				
VP, Fin & Adm	Jan 14-15, 2019	Edmonton, AB	Meeting with government and 2019 Bargaining Symposium		474	136	132	742	68	21	89	<b>830</b>
VP Fin & Adm	Jan 17-18, 2019	Edmonton, AB	Senior Business Officers' meeting		434	187	117	774	32	20	52	<b>826</b>
VP, Fin & Adm	Feb 10-13, 2019	Washington, DC	EAB Business Affairs Forum National meeting		949	175	1,090	2,215	152		152	<b>2,367</b>

**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	Other Transportation *	
VP Fin & Adm	January 5, 2019	University Relations dinner (2M/4E)	Calgary	424			424			424
VP Fin & Adm	January 6, 2019	University Relations dinner (2M/4E)	Calgary	419			419			419
VP Fin & Adm	January 7, 2019	University Relations dinner (2M/4E)	Calgary	472			472			472
VP Fin & Adm	January 17, 2019	Government Relations (2M/15E)	Calgary		25		25			25
VP Fin & Adm	January 29, 2019	University Relations dinner (4M))	Calgary	33			33			33
VP Fin & Adm	February 4, 2019	External Relations dinner (1M/1E)	Calgary	47			47			47
VP Fin & Adm	February 7, 2019	University Relations event (20M)	Calgary			63	63			63
VP Fin & Adm	March 6, 2019	University Relations event (1M/1E)	Calgary	74	4		78			78
VP Fin & Adm	March 7, 2019	University Relations event (1M/1E)	Calgary	47			47			47
							-			-
				1516	29	63	1,608	-		<b>1,608</b>

