## Mount Royal University Quarterly Expense Reporting

## Annalise Van Ham

Vice President, Finance & Administration



April 1 - June 30, 2021

## 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 trave

Dates: 15-Apr-	Purpose		1:ufaua	Other				Meals **	Other		Grand
		,	· iufaua						Other Transportation * Sub-total	Grand	
15-Apr-			Airiare	Fransportatio	n * Accommodation	Other ***	Sub-total			Sub-total	l Total
	21 Membership dues for Chartered Professionals Accountants Alberta	_				1140	1,140				1140
rsity Policy provide	es for hosting and working session expenses to be reimbursed for University b	business activity									
						-			-		
					-			Meals &	Other		Grand
Dates:	Purpose	Location		Meals	Transportation *	Other	Sub-total	Incidentals	Transportation *	Sub-Total	Total
							-			-	
n	sity Policy provid include meeting	include meetings with external parties(E) and MRU employees (M).	sity Policy provides for hosting and working session expenses to be reimbursed for University business activity include meetings with external parties(E) and MRU employees (M).	sity Policy provides for hosting and working session expenses to be reimbursed for University business activity include meetings with external parties(E) and MRU employees (M).	sity Policy provides for hosting and working session expenses to be reimbursed for University business activity include meetings with external parties(E) and MRU employees (M).	sity Policy provides for hosting and working session expenses to be reimbursed for University business activity include meetings with external parties(E) and MRU employees (M).	sity Policy provides for hosting and working session expenses to be reimbursed for University business activity include meetings with external parties(E) and MRU employees (M).  Receipted Expenses	sity Policy provides for hosting and working session expenses to be reimbursed for University business activity include meetings with external parties(E) and MRU employees (M).  Receipted Expenses  ates:  Purpose  Location  Meals  Transportation* Other Sub-total	sity Policy provides for hosting and working session expenses to be reimbursed for University business activity include meetings with external parties(E) and MRU employees (M).  Receipted Expenses  Meals & ates: Purpose Location Meals Transportation * Other Sub-total Incidentals	istly Policy provides for hosting and working session expenses to be reimbursed for University business activity include meetings with external parties(E) and MRU employees (M).  Receipted Expenses Expenses Meals & Other ates: Purpose Location Meals Transportation * Other Sub-total Incidentals Transportation *	istly Policy provides for hosting and working session expenses to be reimbursed for University business activity include meetings with external parties(E) and MRU employees (M).  Receipted Expenses  Expenses  Meals & Other  ates:  Purpose  Location  Meals Transportation* Other Sub-total Incidentals Transportation* Sub-Total