

Mount Royal University
Quarterly Expense Reporting

Oct 1 - Dec 31, 2018

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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	October 25 - 26, 2018	Regina	COWFLOP meeting	447	52	49	315	863	-	863
VP, Fin & Adm	November 28-29, 2018	Edmonton	Field Law Post-Secondary Summit	296	129	280	236	941		941

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			Meals & Incidentals	Non-Receipted Expenses		Grand Total
				Meals	Transportation *	Other		Transportation *	Sub-Total	
VP Fin & Adm	October 1, 2018	External Relations lunch (1M/1E)	Calgary	43						43
VP Fin & Adm	October 4, 2018	University Relations lunch (2M/1E)	Calgary	24						24
VP Fin & Adm	October 18, 2018	External Relations lunch (2M/1E)	Calgary	67						67
VP Fin & Adm	November 26, 2018	External Relations lunch (1M/1E)	Calgary	92	21					113
				226	21					247