

Mount Royal University
Quarterly Expense Reporting

OCT 1 - DEC 31, 2021

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Interim Provost and Vice-President, Academic



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	Receipted Expenses				Non-Receipted			Grand Total	
				Other		Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other		
				Airfare	Transportation *					Transportation *		Sub-total
Provost	October 13 - 15, 2021	Edmonton	Meeting with Advanced Education	-	-	658		658	136	-	136	794
Provost	November 8 - 10, 2021	Virtual	2021 FBS Virtual Annual Conference					300			-	300
Provost	17-Nov-21	Calgary	Calgary Chamber of Commerce Event - Women in Business: Finance			25		116			-	141
Provost	November 17, 2021	Calgary	Alberta Business Hall of Fame Southern Alberta Gala Dinner and Induction Ceremony			32		32			-	32
								-			-	-
								-			-	-
								-			-	-

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	Sub-total		Transportation *	Sub-Total	
Provost	1 November 4, 2021	University Relations (7M)	Calgary, AB	187			187			-	187
							-			-	-
							-			-	-
							-			-	-
							-			-	-
							-			-	-
							-			-	-
							-			-	-
							187	-	-	-	187