

Mount Royal University
Quarterly Expense Reporting

July 1 - September 30, 2021

Name: Paul Rossmann
Title: Vice-President, University Advancement



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 expense:

Position:	Dates:	Purpose	Location	Receipted Expenses				Non-Receipted			Grand Total
				Airfare	Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	
				-	-	-	-	-	-	-	-

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 *	Sub-Total	
VP UA	July 5, 2021	Donor cultivation (1M, 1E)	Calgary	54.34			54.34			-	54.34
VP UA	July 5, 2021	Donor cultivation - parking	Calgary		8.00		8.00			-	8.00
VP UA	July 8, 2021	Donor cultivation (1M, 1E)	Calgary			178.29	178.29			-	178.29
VP UA	July 12, 2021	Community relations - parking	Calgary		9.50		9.50			-	9.50
VP UA	July 14, 2021	Donor cultivation (1M, 1E)	Calgary	6.62			6.62			-	6.62
VP UA	July 15, 2021	Donor cultivation (1M, 2E)	Calgary	37.57			37.57			-	37.57
VP UA	July 15, 2021	Donor cultivation (1M, 1E)	Calgary	43.66			43.66			-	43.66
VP UA	July 31, 2021	Donor cultivation - parking	Calgary		7.81		7.81			-	7.81
VP UA	August 16, 2021	Donor cultivation and community relations (2M, 2E)	Calgary			1260.00	1260.00			-	1260.00
VP UA	August 18, 2021	Donor cultivation (2M, 1E)	Calgary	90.45	8.00		98.45			-	98.45
VP UA	August 19, 2021	Donor cultivation (1M, 1E)	Calgary	11.48			11.48			-	11.48
VP UA	August 20, 2021	Employee relations (3M)	Calgary	60.38			60.38			-	60.38
VP UA	August 20, 2021	Community relations (1M, 1E)	Calgary	5.36			5.36			-	5.36
VP UA	August 24, 2021	Employee relations (2M)	Calgary	38.04			38.04			-	38.04
VP UA	August 27, 2021	Employee relations (6 M)	Calgary	330.55			330.55			-	330.55
VP UA	August 31, 2021	Government relations (1M, 1E)	Calgary	10.19			10.19			-	10.19
VP UA	September 21, 2021	Donor cultivation - parking	Calgary		7.00		7.00			-	7.00
VP UA	September 24, 2021	Community relations (1M, 1E)	Calgary	7.06			7.06			-	7.06
				695.70	40.31	1438.29	2174.30	-	-	-	2174.30