



**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.

- \* "Transportation" (excluding airfare) 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	Received Expenses				Non-Received			Grand Total
				Airfare	Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Transportation *	
VP UA	Oct 17	Calgary	Institute of Corporate Directors - Seminar		28			28		28	28
VP UA	Nov 27	Calgary	Institute of Corporate Directors - Seminar		39		63	102		102	102
VP UA	Nov 28 - 30	Edmonton	Alberta Chambers of Commerce Deputy Ministers' Event	152	27	323	236	739	60	739	799
				152	94	323	299	869	60	869	799
											1,668

**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	Received Expenses				Non-Received Expenses	Grand Total
				Meals	Transportation *	Other***	Sub-total	Transportation *	
VP UA	Oct 4	Donor Meeting (2M, 2E)	Calgary, AB	58			58		58
VP UA	Oct 11	Donor Meeting (2M, 1E)	Calgary, AB	73			73		73
VP UA	Oct 13	Donor Relations (1M, 1E)	Calgary, AB	9			9		9
VP UA	Oct 15	Parking for Community Relations Event	Calgary, AB			11	11		11
VP UA	Oct 15	Donor Meeting (1M, 1E)	Calgary, AB	104			104		104
VP UA	Oct 17	Donor Meeting (1M, 1E)	Calgary, AB	10			10		10
VP UA	Oct 18	Parking for External Meeting	Calgary, AB			14	14		14
VP UA	Oct 22	Donor Meeting (2M, 1E)	Calgary, AB	134			134		134
VP UA	Oct 23	Internal Meeting (3M)	Calgary, AB	106			106		106
VP UA	Oct 24	Donor Meeting (1M, 1E)	Calgary, AB	56			56		56
VP UA	Oct 31	Donor Meeting (1M, 1E)	Calgary, AB	74			74		74
VP UA	Oct 1 - 31	Parking	Calgary, AB			17	17		17
VP UA	Nov 1	Ground transportation to Community Relations Event	Calgary, AB			11	11		11
VP UA	Nov 1	Ground transportation from Community Relations Event	Calgary, AB			30	30		30
VP UA	Nov 2	Donor Meeting (2M, 1E)	Calgary, AB	18			18		18
VP UA	Nov 9	Donor Meeting (1M, 3E)	Calgary, AB	334			334		334
VP UA	Nov 11	Community Relations Event (2M, 1E)	Calgary, AB	272			272		272
VP UA	Nov 13	Donor Cultivation (2M)	Calgary, AB	36			36		36
VP UA	Nov 17	Donor Cultivation (2M)	Calgary, AB	18			18		18
VP UA	Nov 17	Donor Cultivation (2M)	Calgary, AB	21			21		21
VP UA	Nov 23	Parking for Community Relations Event	Calgary, AB			45	45		45
VP UA	Nov 26	Parking for Donor Cultivation Meeting	Calgary, AB			13	13		13
VP UA	Nov 29	Government Relations Meeting (1M, 1E)	Calgary, AB	12			12		12
VP UA	Nov 29	Government Relations Meeting (1M, 1E)	Calgary, AB	16			16		16
VP UA	Nov 30	Parking	Calgary, AB			11	11		11
VP UA	Dec 1	Ground transportation to Board of Directors' Event	Calgary, AB			66	66		66
VP UA	Dec 1	Ground transportation from Board of Directors' Event	Calgary, AB			31	31		31
VP UA	Dec 4	Ground transportation from Community Relations Event	Calgary, AB			19	19		19
VP UA	Dec 11	UA Leadership Planning Session (6 M)	Calgary, AB	348			348		348
VP UA	Dec 14	Parking for University Relations Meeting	Calgary, AB			25	25		25
VP UA	Dec 15	Parking for University Relations Meeting	Calgary, AB			5	5		5
VP UA	Dec 30	Parking	Calgary, AB			16	16		16
				1,698	315	-	2,012	-	2,012