



**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	Receipted Expenses				Non-Receipted		Grand Total	
				Airfare	Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals		Transportation *
VP UA	April 10	Calgary	Professional Development: Institute of Corporate Directors - High Performance Boards (Hosted member Board of Governors)		28		158	186		0	186
VP UA	May 10	Calgary	Professional Development: Institute of Corporate Directors - Thriving in a Digital Era				63	63		0	63
VP UA	May 28 - 29	Edmonton	External Relations Meetings		2	185		188	68	279	347
<b>Total</b>				-	30	185	221	436	68	279	347

**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	Transportation *	
VP UA	April 3	Donor Relations (1 M, 1E)	Calgary, AB	66			66		66
VP UA	April 9	External Relations Meeting (2M, 1E)	Calgary, AB	6			6		6
VP UA	April 15	Donor Cultivation (3 M, 2E)	Calgary, AB	177			177		177
VP UA	April 15	External Relations Meeting (2M, 2E)	Calgary, AB	14			14		14
VP UA	April 15	External Relations Meeting (3M, 1E)	Calgary, AB	98			98		98
VP UA	April 18	Parking: April 15 - 18, 2019	Calgary, AB			29	29		29
VP UA	April 18	Internal Meeting (2 M)	Calgary, AB	47			47		47
VP UA	May 8	Donor Relations (3M, 2E)	Calgary, AB	501			501		501
VP UA	May 9	Parking for External Event	Calgary, AB			25	25		25
VP UA	May 15	Parking for External Event	Calgary, AB			17	17		17
VP UA	May 16	Donor Relations (1M, 1E)	Calgary, AB	9			9		9
VP UA	May 22	Donor Relations (3M, 2E)	Calgary, AB	342			342		342
VP UA	May 24	Parking: May 17 - 24, 2019	Calgary, AB			19	19		19
VP UA	May 29	Donor Relations (3M, 2E)	Calgary, AB	523			523		523
VP UA	June 10	Donor Relations (3M, 2E)	Calgary, AB	153			153		153
VP UA	June 11	Donor Relations (3M, 2E)	Calgary, AB	419			419		419
VP UA	June 12	External Relations (1M, 1E)	Calgary, AB	11			11		11
VP UA	June 14	Internal Meeting (3 M)	Calgary, AB	65			65		65
VP UA	June 14	Parking for external meeting	Calgary, AB			12	12		12
VP UA	June 17	Internal Meeting (2 M)	Calgary, AB	43			43		43
VP UA	June 26	External Relations (3M)	Calgary, AB	129			129		129
				2,603	101	-	2,705	-	2,705