Mount Royal University Quarterly Expense Reporting

Annalise Van Ham

Vice President, Finance & Administration



Jan 1 - Mar 31 2022

I) Trav	el Expenses	and	Professional	Develo	oment
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This includes all reimbursable expenses for travel activities while on University Business, attendance at and/or presenting at conferences,

participating wit	h professional organ	izations, and participating in professional development.										
•	** "Meals and Incide	ation" includes public transportation, rental cars, taxi, car service fee entals" at Mount Royal University are reimbursed on a per diem basi conference and professional development registration fees and othe	s while on business travel	_	eimbursed on a	per KM basis at MRU)						
					Receipted Expenses				Non-Receipted			
					Other				Meals **	Other		Grand
				Airfare	Transportation	n * Accommodation	Other ***	Sub-total	& Incidentals	Transportation *	Sub-total	Total
/P, Fin & Adm												
/P, Fin & Adm												
Mount Royal Un		enses es for hosting and working session expenses to be reimbursed for Ur ss with external parties(E) and MRU employees (M).	niversity business activity									
							Receipted Expenses			Non-Receipted Expenses		
							expenses		Meals &	Other		Grand
Position:	Dates:	Purpose	Location		Meals	Transportation *	Other	Sub-total	Incidentals	Transportation *	Sub-Total	Total
/P Fin & Adm	18 Feb 2022	Working Lunch (M) - Campus Return Planning	Calgary		\$76.07			76.07			-	
												-
												-
												-
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												-
								76.07				- - - - -