Mount Royal University

Quarterly Expense Reporting

Phil Warsaba

Vice-President, Students



Non-Receipted

January 1 - March 31, 2023

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:		<u>Destination</u>	Purpose	Receipted Expenses					Non-Receipted			
				Other					Meals ** Othe	Other		Grand
	Dates:			Airfare	Transportation	* Accommodation	Other ***	Sub-total	& Incidentals	Transportation *	Sub-total	Total
VP, Students	March 10-18, 202	3 Bangkok, Thailand	Asia Pacific Assoc. of International Ed. Conference	3,199	216	1,868	1,093	6,376	513		513	6,889
								-			-	-
								-			_	-
								-			-	-
								-				-
								-			-	
				3,199	216	1,868	1,093	6,376	513		513	6,889

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).

				Expenses						
								Expenses		
									Transportation *	Grand
Position:	Dates:	Purpose		Location	Meals	Transportation *	Other***	Sub-total	and/or Other***	Total
								-		-
								=		-
								=		-
								-		-
								-		-
								-		-
								=		=
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					=	=	-	-	-	=

Receipted