Mount Royal University Quarterly Expense Reporting

Elizabeth Evans Interim Provost and Vice-President, Academic

Receipted



Non-Receipted

April 1 - June 30, 2020

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 expenses

	Receipted Expenses						Non-Receipted					
		Other					Meals ** Other			Grand		
Position:	Dates:	Destination	Purpose	Airfare	Transportation *	Accommodation	Other ***	Sub-total	& Incidentals	Transportation *	Sub-total	Total
Interim Provost	June 29, 2020	Online	IDEO U experience course in Designing Strategy	-	-	-	1,122	1,122	-	-	-	1,122
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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		
								Meals &	Other	•	Grand
Position:	Dates:	Purpose	Location	Meals	Transportation *	Other	Sub-total	Incidentals	Transportation *	Sub-Total	Total
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