Sue Mallon
Chair, Board of Governors

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 Expension	363	
					Other			
Position:	Dates:	Destination	Purpose	Airfare	Transportation *	* Accommodation	Other ***	Sub
Board Chair	Apr 4-7, 2018	Victoria, BC	Canadian University Boards Association (CUBA) Conference	718	3 20	396	578	
Board Chair	Apr 22-24, 2018	San Francisco, USA	Association of Governing Boards (AGB) Conference	739	9 193	859	1,350	
2) Hosting and	Working Session I	Expenses						
Mount Royal U	Iniversity Policy pro	ovides for hosting and	working session expenses to be reimbursed for University rties(E) and MRU employees (M).	v business activity				
Mount Royal U	Iniversity Policy pro	ovides for hosting and		business activity			Receipted	
Mount Royal U	Iniversity Policy pro	ovides for hosting and		business activity			Expenses	
Mount Royal U	Iniversity Policy pro	ovides for hosting and		business activity		Meals		Sub
Mount Royal U Business activit	Iniversity Policy pro ty can include meet	ovides for hosting and tings with external pa				Meals	Expenses Other	Sub
Mount Royal U Business activit	Iniversity Policy pro ty can include meet	ovides for hosting and tings with external pa				Meals	Expenses Other	Sub
Mount Royal U Business activit	Iniversity Policy pro ty can include meet	ovides for hosting and tings with external pa				Meals	Expenses Other	Sub
Mount Royal U Business activit	Iniversity Policy pro ty can include meet	ovides for hosting and tings with external pa				Meals	Expenses Other	Sub
Mount Royal U Business activit	Iniversity Policy pro ty can include meet	ovides for hosting and tings with external pa				Meals	Expenses Other	Sub
Mount Royal U Business activit	Iniversity Policy pro ty can include meet	ovides for hosting and tings with external pa				Meals	Expenses Other	Sub



		Non-Receipted		
o-total	Meals ** & Incidentals	Other Transportation *	Sub-total	Grand Total
1,712	64		64	1,776
3,142	168		168	3,310
-			-	-
		Non-Receipted Expenses		
o-total		Other Transportation *	-	Grand Total
-				-
-				-
-				-
-			-	-
-			=	-