

Mount Royal University
Quarterly Expense Reporting

April 1, 2025 to June 30, 2025

Name: Amy Nixon
Title: General Counsel and University Secretary



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

Position:	Dates:	Destination	Purpose	Receipted Expenses					Non-Receipted			Grand Total
				Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals & Incidentals**	Other Transportation *	Sub-total	
GC & US	April 3, 2025	Calgary	PD - Management		9		11	20	0	0	0	20
GC & US	April 6, 2025	Calgary	PD - Management		9		7	16	0	0	0	16
GC & US	May 1-3, 2025	Halifax	Conference - Attended	838	152	1151	2120	4260	124		124	4384
GC & US	Jun5-8, 2025	Kelowna	Conference - Attended	524	147	670	375	1715	52		52	1767
								0				0
								0				0
								0				0
				1,362	316	1,821	2,512	6,011	176	-	176	6,187

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).

							Receipted Expenses			Non-Receipted Expenses			
Position:	Dates:	Location		Purpose		Meals	Transportation *	Other	Sub-total	Meals & Incidentals**	Other Transportation *	Sub-Total	Grand Total
GC & US	April 2, 2025	Calgary	Meeting (3 M)	Department Meeting / Activity		85			85			-	85
GC & US	May 8, 2025	Calgary	Meeting (3 M)	Department Meeting / Activity		34			34			-	34
GC & US	May 11, 2025	Calgary	Meeting (2 M)	Department Meeting / Activity		37			37			-	37
GC & US	June 19, 2025	Calgary	Meeting(18 M)	Department Meeting / Activity		432			432			-	432
									-			-	-
									-			-	-
									-			-	-
									-			-	-
									-			-	-
									-			-	-
									-			-	-
						589	-	-	589	-	-	-	589