

Mount Royal University  
Quarterly Expense Reporting

July 1, 2025 to Sep 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                 |   | Received Expenses |                        |               |           |           | Non-Received          |                        |           | Grand Total  |
|-----------|-----------------|-------------|-------------------------|---|-------------------|------------------------|---------------|-----------|-----------|-----------------------|------------------------|-----------|--------------|
|           |                 |             |                         |   | Airfare           | Other Transportation * | Accommodation | Other *** | Sub-total | Meals & Incidentals** | Other Transportation * | Sub-total |              |
| GC & US   | August 31, 2025 | Calgary     | Professional Membership | CBA (Canadian Bar Association) Membership |                   |                        |               |           | 769       | 769                   |                        |           | 0 <b>769</b> |
| GC & US   |                 |             |                         |   |                   |                        |               |           | 0         |                       |                        |           | 0 <b>0</b>   |
| GC & US   |                 |             |                         |   |                   |                        |               |           | 0         |                       |                        |           | 0 <b>0</b>   |
| GC & US   |                 |             |                         |   |                   |                        |               |           | 0         |                       |                        |           | 0 <b>0</b>   |
|           |                 |             |                         |   |                   |                        |               |           | 0         |                       |                        |           | 0 <b>0</b>   |
|           |                 |             |                         |   |                   |                        |               |           | 0         |                       |                        |           | 0 <b>0</b>   |
|           |                 |             |                         |   |                   |                        |               |           | 0         |                       |                        |           | 0 <b>0</b>   |
|           |                 |             |                         |   |                   |                        |               |           | 769       | 769                   |                        |           | 769          |

## **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).