

July 1, 2025 to Sep 30, 2025

MOUNT
ROYAL
UNIVERSITY

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.

****"Meals and Incidentals" at Mount Royal University are reimbursed on a per diem basis while on business travel**

					Receipted Expenses					Non-Receipted			
					Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals & Incidentals**	Other Transportation *	Sub-total	Grand Total
GC & US	August 31, 2025	Calgary	Professional Membership	CBA (Canadian Bar Association) Membership				769	769			0	769
GC & US									0			0	0
GC & US									0			0	0
GC & US									0			0	0
									0			0	0
									0			0	0
									0			0	0
									0			0	0
					-	-	-	769	769	-	-	-	769

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).	

							Received Expenses			Non-Received Expenses			
Position:	Dates:	Location		Purpose		Meals	Transportation *	Other	Sub-total	Meals & Incidentals**	Other Transportation *	Sub-Total	Grand Total
GC & US	September 22, 2025	Banff	Meeting (1M)	Department Meeting / Activity					-		143	143	143
GC & US									-				-
GC & US									-			-	-
GC & US									-			-	-
									-			-	-
									-			-	-
									-			-	-
						-	-	-	-	-	143	143	143