



Name: Amy Nixon  
 Title: General Counsel and University Secretary  
 Period: January 01, 2026 to March 31, 2026

**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 Expenses			
					Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals & Incidentals **	Other Transportation *	Sub-total	Grand Total
GC & US	Jan 1	Calgary	Professional Membership	Women General Counsel	\$ -			\$ 378.00	\$ 378.00			\$ -	\$ 378.00
GC & US	Feb 25	Calgary	Professional Development Session		\$ -	\$ 29.41			\$ 29.41			\$ -	\$ 29.41
GC & US	Mar 4	Calgary	Professional Membership	Canadian Association of University Solicitors	\$ -			\$ 100.00	\$ 100.00			\$ -	\$ 100.00
Subtotals					\$ -	\$ 29.41	\$ -	\$ 478.00	\$ 507.41	\$ -	\$ -	\$ -	\$ 507.41

**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).

Position:	Dates:	Location	Purpose		Receipted Expenses				Non-Receipted Expenses			
					Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *	Sub-Total	Grand Total
GC & US	Jan 19	Calgary	External Meeting - Business	1M, 1E	\$ 7.88			\$ 7.88			\$ -	\$ 7.88
GC & US	Jan 25	Calgary	External Meeting - Business			\$ 3.72						
GC & US	Jan 28	Calgary	External Meeting - Business	1M, 1E	\$ 14.18			\$ 14.18				
GC & US	Feb 8	Calgary	External Meeting - Business	1M	\$ 12.81			\$ 12.81			\$ -	\$ 12.81
GC & US	Feb 19	Calgary	External Meeting - Business	1M, 1E	\$ 63.75			\$ 63.75			\$ -	\$ 63.75
GC & US	Mar 2	Calgary	External Meeting - Business	2M, 1E	\$ 11.18			\$ 11.18			\$ -	\$ 11.18
GC & US	Mar 9	Calgary	External Meeting - Business	1M, 1E	\$ 14.70			\$ 14.70			\$ -	\$ 14.70
GC & US	Mar 9	Calgary	External Meeting - Business	1M, 2E	\$ 18.24			\$ 18.24			\$ -	\$ 18.24
Subtotals					\$ 142.74	\$ 3.72	\$ -	\$ 142.74	\$ -	\$ -	\$ -	\$ 129.00