

Mount Royal University
Quarterly Expense Reporting

January 1, 2025 to March 31, 2025

Name: Chad London
Title: Provost and Vice-President, Academic



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	
Provost & VP	1/31/2025	Calgary,AB	Crowchild Classic		30			30				30
Provost & VP	2/7/2025	Calgary,AB	Community Relations Event		38			38				38
Provost & VP	2/12/2025	Ontario	BHER Executive Summit	874	322	836	1,006	3,039				3,039
Provost & VP	3/5/2025	Victoria,BC	RRU Meeting	141				141				141
Provost & VP	3/5-7,2025	Victoria,BC	WESTVAC & WEST VPR Conference	366	219	699	960	2,245			-	2,245
Provost & VP	3/11/2025	Calgary,AB	Community Relations Event		30			30				30
Provost & VP	3/12/2025	Calgary,AB	Networking Event		29			29				29
				1,381	668	1,536	1,966	5,551	-	-	-	5,551

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:	Purpose	Location	Receipted Expenses				Non-Receipted Expenses			Grand Total
				Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *	Sub-Total	
Provost & VP	2/18/2025	Meeting (2 E, 2 M)	External Donor Meeting (2 E, 2 M)	8			8				8
Provost & VP	2/23/2025	Meeting(9M)	Internal Activity	107			107			-	107
Provost & VP	2/25/2025	Meeting (1M, 5E)	Meeting	129	9		138			-	138
Provost & VP	3/11/2025	Meeting (1M)	Meeting		35		35			-	35
Provost & VP	3/18/2025	Meeting(2M)	Lunch Meeting	106			106			-	106
Provost & VP	3/23/2025	Meeting(8M)	Internal Activity	69			69			-	69
Provost & VP	3/24/2025	Meeting(1M)	Breakfast meeting	37	7		44			-	44
							-			-	-
				456	51	-	507	-	-	-	507